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# SOUTERS<sup>®</sup>

## Business and Office Skills Training

[souterstraining.com](http://souterstraining.com)

## BUSINESS ADMINISTRATION FOUNDATION COURSE

### OBJECTIVE AND OVERVIEW

This is a fast track course aimed at giving you a sound grounding of the essential skills and knowledge needed for an office administration role. Successful completion of the course provides employers with confirmation of your competency in this area of business.

### BENEFITS

- Concise and to the point training in all key aspects of administration roles
- High level of job readiness
- Assistance with job hunting through our associated agency
- Confidence building whilst gaining new skills
- Can be combined with other courses to increase skills base and broaden job prospects.

### CONTENT

Key areas of the course are:

- Policies and procedures of organisations
- Organisational charts
- Health and Safety
- Legislation and compliance
- Equal opportunities and diversity
- Customer focus
- Staff codes or practice, handbooks etc.
- IT software and hardware; communications equipment.
- Team working
- Targets and management styles
- Budgets
- Filing and record keeping
- Preparation of Business documents, letters, faxes etc
- Time management
- Introduction to business finance.

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### FORMAT AND OUTCOME

The course is led by a tutor in a conventional classroom environment. There is also a course exam and a variety of practical assignments. Certificates will be issued related to the results of this process.

### DATES AND DURATION

The course is held over one complete week Monday to Friday 11:00 to 16:00. Options for MS Office and keyboard training are available in the booking process; all supplements are trained outside the main course hours and generally we allow two months for completion of supplements.

### WHAT DO I NEED TO JOIN, WHO IS THIS COURSE FOR?

The student will need a good standard level of education and at least intermediate ability in written and spoken English. For international students we offer a special Business English development course which can be booked with an additional £100.00 discount when booked alongside this course.

You will need to train to proficient level in MS Word and Excel if you do not already have these skills; this can be booked as an add-on to this course.

This course is suitable for office staff or people from another profession wanting to engage in an administration role, school leavers, secretaries looking to gain Business administration skills.