



# ARE YOU LOOKING FOR A ROLE IN BUSINESS ADMINISTRATION?

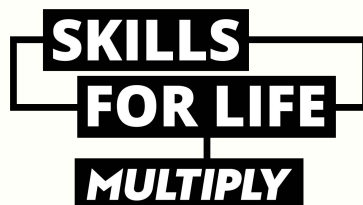
## Level 1 in Personal Development—Business Administration Pathway

This course is for people who want to improve their Business Administration skills and gain a qualification which proves their skills and knowledge. This course looks at a range of business administration skills that are relevant to a range of different industries across Norfolk.

**Brush up on your numeracy skills, too, whilst achieving this professional qualification. We help you get the practical skills (including how to use numbers) that you need for working in this sector.**



Funded by  
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## Course Objectives:

- Developing effective communication skills for the workplace
- Using a filing system
- Storing and retrieving information
- Recognising and dealing with customer queries, requests and problems
- Making and receiving telephone calls

## Are you eligible?

- 19+
- Unemployed and currently on benefits
- Not already completed a previous employability qualification
- As this course is delivered via Zoom, you would also need access to a laptop/tablet with Wi-Fi

To book a place on the course please contact your work coach/advisor

To learn more about opportunities for full or part funded, high quality training for you and your staff, call **01775513051**, or email us at [upskill@steadfasttraining.co.uk](mailto:upskill@steadfasttraining.co.uk)



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