

Preparation for Work - Business Administration

Study Mode: Part-time | Course Level:

Is this course right for me?

FREE training course!

Preparation for Work - Business Administration is one of our free courses designed to help you get into employment by developing the skills and knowledge needed to work in specific sectors.

This course has been designed with local employers so you can be sure you will be gaining the qualities they will be looking for when recruiting new staff.

Whether you are looking for work, or you want to re-train to improve your employment prospects, this course can help you develop the skills you need to work in the business administration sector.

What will I learn?

The course includes a range of units to enable you to gain skills and knowledge related to the specific sector you want to work in, such as:

- An introduction to business administration
- Understanding your job role
- Policies, procedures and legislation governing the sector
- Health and safety procedures
- Risk assessments
- Effective communication
- Manual handling
- Time management
- Using ICT for the workplace

In addition, you will also be supported to:

- Develop key employability skills, such as communication, teamwork and problem solving
- Improve your digital and IT skills
- Produce a CV and apply for jobs
- Prepare for an interview

Where is the course held?

Courses are held at college sites or in local community venues.

Delivery

Location:

Start Date: Various throughout the year

Day:

Time:

Course Fee:

Course Code:

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Apply online: www.wolvcoll.ac.uk/apply