

Business Administration

We can offer a range of administration and business skills courses to suit all employers and learners. All courses offer training sessions in a variety of administrative tasks; developing knowledge and practical skills that can be easily transferred to the workplace.

Our NVQ and Apprenticeship programmes combine learning and development with additional assessment on the job to confirm application of new skills. We pride ourselves on our one to one learner tuition, which develops individuals through additional mentoring support and guidance on the job.

Our Business and Administration courses can be accessed by learners and employers through apprenticeships, NVQ's, certificated and bespoke programmes.

Business Administration Workshops include:

- Communication using letters, newsletters, memos and e-mails
- Report writing
- Presentation skills
- Supporting meetings
- Minute taking
- ICT short courses
- Customer Service skills
- Organising travel and accommodation
- Organisational skills
- Managing diary systems
- Team work

Please take a look at our Business Administration development options:

- Business and Administration Apprenticeship and Advanced Apprenticeship
- Business Administration NVQ levels 2, 3 and 4
- Certificate in Business Administration levels 2 and 3
- Bespoke business courses for employers

Our team is constantly on hand to answer any queries you may have.

Please contact us for advice and guidance:

**Employer and Learner Advice Line:
0191 433 8610**

Gateshead Council Adult Learning and Skills

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