

# OFFICE SKILLS



Develop existing skills or gain new ones essential for employment in an office environment.

Are you wanting to start your career? Do you need to refresh your existing skills? Are you changing jobs and would like to learn the basics of working in an office environment? If you answered yes to any of these then this is the course for you.

Learn the basics of working in an office environment

- ◆ Touch typing;
- ◆ Reception and telephone skills;
  - ◆ Customer service;
  - ◆ Business Documents; &
  - ◆ Social Media for business

Office skills looks at not only the computing side of office work, but covers organisational skills and planning and running meetings.

**Course Cost:**

Funded: \$45

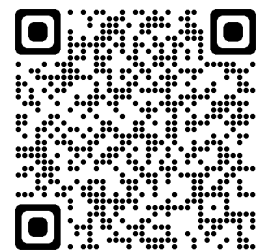
Concession: \$25

**Length:**

4 Sessions



SCAN QR CODE TO SECURE  
YOUR PLACE



**CONNECT, PARTICIPATE, AND LEARN**

**Wendouree Neighbourhood Centre**

(03) 5303 0507 | [reception@wnc.org.au](mailto:reception@wnc.org.au)

12 Holly Grove, Wendouree | [www.wnc.org.au](http://www.wnc.org.au)

# ABOUT THE COURSE

## Office Skills

The benefits of small class sizes, in a relaxed, safe, and friendly environment make this course a must do!

### What you will learn

- Office procedures
- Managing emails
- Time management
- Workplace safety
- Meetings

Office skills looks at not only the computing side of office work, but covers organisational skills and planning and running meetings.

The structure of this course includes the opportunity to gain work experience in the Centre's office.

### How to enrol

Calling us on 5303 0507

Scan the QR Code on the front of this flyer

Email us on [reception@wnc.org.au](mailto:reception@wnc.org.au)

[Click here for a link to our course information and booking page](#)

### Eligibility for a funded position

Aged 17 or over and not enrolled in school

Australian or New Zealand Resident

Visit our website for further details and exemptions

### Cost

Funded \$25

Funded Concession: \$10

Non-Funded \$220

### Pre-requisites

Must have at least basic use of a computer

### At the end of the course, the learner will receive

A Certificate of Participation



*Our pre-accredited training is recognised as an 'Other Government Program' and will count towards Job Seeker's monthly points required by Workforce Australia.*

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