

Learning and Development Administrative Skills

“We will create an environment where all employees are enabled to take responsibility for improving their own development”
People and Culture Strategy



Learning for All

These half-day sessions include topics around core, fundamental administrative skills.

Session	Dates	Times
Communicating Effectively	17 May 2019	9.30 am – 4.00 pm
Difficult Conversations	27 May 2019	9.30 am – 1.00 pm
Work Smarter	12 June 2019	9.30 am – 1.00 pm

Administrative Fundamentals

These half-day sessions include topics around core, fundamental administrative skills.

Session	Dates	Times
Effective Note Taking	13 May 2019	9.30 am – 1.00 pm
Supporting Meetings	24 June 2019	9.30 am – 1.00 pm

Advanced Administrative Skills

These half-day sessions include topics to develop more advanced administrative skills.

Session	Dates	Times
PA Skills 1 – Organising and Planning	12 June 2019	9.30 am – 1.00 pm

For more information on these sessions and all Staff Learning sessions, visit our [website](#) or register to attend via [iTrent](#).