

## Business Administration Skills



### QQI National Award Code

Business Administration Skills Level 5 - 5N1610  
Minor module - Credit value 15

### Duration

5 full days face - to face plus 15 hours web based directed learning hours

As part of Total Focus's unique new blended learning approach you the learner have the opportunity to access additional information from our website. You will be asked during this training programme to avail of directed learning for approx. 2 hours prior to each of the face-to-face training days.

This will consist of presentations, videos, questionnaires, quizzes, additional written information and articles providing a source of material for the next face-to-face training day

Please ensure that you have access to the internet and are able to download material for this directed learning as part of the next face - to - face training day is based on this material

You are also expected to engage in self learning hours outside the course. You are also encouraged to form a support group with your colleagues meeting either in person or by telephone / Skype between the classes

<p><b>Overall aims of Business Administration Skills</b></p>	<p>This training programme is designed to enable you to gain an understanding of organisations and the impact of excellent business administration practices within organisations.</p> <p>Business administration covers meetings and administration documentation, also an appreciation of human resources and finance and their role in an organisation. This gives you an in-depth understanding of the knowledge, skills and competencies needed for business administration.</p>
<p><b>What are Business Administration skills?</b></p>	<p>Good business administration skills are needed in all organisations. It is the petrol in the tank of the organisation. It oils the wheels of management and is essential for the smooth running of the organisation.</p>
<p><b>Who should attend?</b></p>	<p>Business administration skills is suitable for those already working in organisations in both the public and private sector including office based organisations, retail, the hospitality industry and all team members working in an administrative capacity in an organisation.</p> <p>The training programme is highly interactive and learners are invited to share their own knowledge and skills in a supported yet motivated environment helping to build learners confidence levels.</p> <p>On completion the learner will have the necessary competencies to be more confident in the role of administration back up to an organisation.</p>
<p><b>What will I learn?</b></p>	<ul style="list-style-type: none"> <li>• To identify different types of organisations, their structures, and the affects this has on organisational productivity.</li> <li>• How team members interact with each other</li> <li>• The way the organisation interacts with the wider business environment</li> <li>• The main functions of management</li> <li>• Employment rights / recruitment / and current legalisation in Ireland</li> <li>• The role of quality in the organization</li> <li>• Finance, Human Resources, risk, control systems and planning</li> <li>• Business documentation - manual and computerised</li> <li>• You as an effective administration team member</li> </ul> <p>Plus lots more...</p>

**Face to face hours**

Date	Time	Location
Thursday 08 <sup>th</sup> Sept 2016	9.00am - 5.00 pm	<b>Mounttown Community Centre, Meadowlands Fitzgerald Park, Lower Mounttown Road, Dun-Laoghaire, Co Dublin</b> For map <a href="http://www.mounttowncommunity.ie/contact-us">http://www.mounttowncommunity.ie/contact-us</a>
Thursday 15 <sup>th</sup> Sept 2016	9.00am - 5.00 pm	As above
Thursday 22 <sup>nd</sup> Sept 2016	9.00am - 5.00 pm	As above
Thursday 29 <sup>th</sup> Sept 2016	9.00am - 5.00 pm	As above
Thursday 06 <sup>th</sup> Oct 2016	9.00am - 5.00 pm	As above

**Web based hours**

There are 15 hours which are web based that must also be completed (please note the completion of these hours are monitored)

Some of these hours are pre-commencement of the course & others takes place during the five weeks of training

<b>To achieve your QQI certificate in Business Administration Skills</b>	You must complete the following <ul style="list-style-type: none"> <li>• 80% attendance</li> <li>• Satisfactory completion and grade of QQI assignments</li> </ul> Including: Assignment 60% Theory based work 40%
<b>Your Investment</b>	<b>€350.00</b> per person which includes all necessary QQI award fees  You can pay your €100.00 deposit to secure your place by forwarding a cheque or postal order to Total Focus Suite 2179, 26 Upper Pembroke St, Dublin 2

<b>Would you like to talk to us about this training programme?</b>	To find out more about the Business Administration Skills programme please contact Maeve Finch of Total Focus on 085 735 4446 or by filling in the enquiry form on the right
<b>'In-house' training</b>	Please note that this programme can be delivered 'in house' and tailored to the needs of your organisation Contact Total Focus for a quotation