



Reception and Administration Duties

Key info

Learners receive:

Certificate of unit credit

Credit Value: 13

Guided learning hours: 100

Course overview

Receptionists are at the forefront of many businesses. As a result of this, and because first impressions are so valuable, it is imperative that they present a positive image of the business to the customer or client. In this role, professionalism is the key to delivering and maintaining excellent customer service.

This course will provide learners with the knowledge needed to provide administrative services, deliver excellent customer service and produce business documentation. This course will also equip learners with the necessary skills to recognise the characteristics of stress and anxiety and manage them effectively.



Reception and Administration Duties

Who is suitable?

The wide scope of topics within this course make it perfect for anyone interested in working within industries where reception and administration duties are essential. Learners who wish to develop and progress their careers will also enhance their skill set from the vast range of knowledge to be gained from this course.

Learning method

Studying via distance learning means learners can choose when and where they study.

This course is available:  **Online**

The online course is available on The Skills Network's online learning platform, **EQUAL**.

no exams
just assessments

What learners will learn

This course is split into five manageable units:

Unit 1: Principles of providing administrative services

Unit 2: Principles of business document production and information management

Unit 3: Principles of customer service

Unit 4: Understanding stress

Unit 5: Understanding anxiety.

Benefits

- Receive certificates of unit credit to showcase their achievement
- Study will enhance both personal skills and professional development
- Personal tutors are assigned to each individual learner to ensure they have the necessary support needed to be successful
- This course is delivered by distance learning, allowing learners to choose where and when they study.