



Bridges into Work & Working Skills for Adults

Introduction to Administration

Would you like to develop your
Administrative skills?

Whether it is working for an organisation or for
your own company, business administration is a
vital part of the day to day running of a business.



You will learn new skills including:

- Letter writing
- Communication
- Proof reading



This is a two day course running on Thursday 7th
and Thursday 14th October at The Power Station
from 10am - 4pm. In order to gain the qualification
you must attend BOTH days.

Courses are run at centres near you throughout
the year so if you are interested in booking a place
please call the number below.



To contact the Bridges into Work/Working Skills For
Adults Project, please

☎ **Telephone:** 01633 647743

or

✉ **Email:** bridgesintowork@torfaen.gov.uk

