

# Administrative Support

## Course Overview

This course will introduce students to administrative support, including getting organized, managing time, getting it all done on time, special tasks, verbal communication skills, non-verbal communication skills, empowering yourself, the team of two, and taking care of yourself.

<b><u>Module 01 - Getting Started</u></b>	2m
Getting Started Workshop Objectives	
<b><u>Module 02 - Getting Organized (I)</u></b>	7m
Getting Organized (I) Case Study	
<b><u>Module 03 - Getting Organized (II)</u></b>	6m
Getting Organized (II) Case Study	
<b><u>Module 04 - Managing Time</u></b>	8m
Managing Time Case Study	
<b><u>Module 05 - Getting It All Done On Time</u></b>	7m
Getting It All Done On Time Case Study	
<b><u>Module 06 - Special Tasks</u></b>	7m
Special Tasks Case Study	
<b><u>Module 07 - Verbal Communication Skills</u></b>	7m
Verbal Communication Skills Case Study	
<b><u>Module 08 - Non-Verbal Communication Skills</u></b>	4m
Non-Verbal Communication Skills Case Study	
<b><u>Module 09 - Empowering Yourself</u></b>	9m
Empowering Yourself Case Study	

**Module 10 - The Team of Two**

6m

The Team of Two

Case Study

**Module 11 - Taking Care of Yourself**

5m

Taking Care of Yourself

Case Study

**Total Duration: 1h 8m**