



Admin, Secretarial & PA





ADMIN, SECRETARIAL & PA

Get onto the road to become a successful and professional Administrator, learning the ins and outs of effective administration and management with the help of this comprehensive **Admin, Secretarial & PA** bundle!

This premium **Admin, Secretarial & PA** bundle has everything you need to secure your success as an administrator. This bundle covers everything from the basics of administrative management, data entry, and PA to the complexities of bookkeeping, Quickbooks, and Leadership. Therefore, this **Admin, Secretarial & PA bundle** is undoubtedly your key to ultimate success! What's more, not only will you secure your professional success, but you will also secure your personal success too! This bundle will equip you with valuable administrative and secretarial skills to utilise in your daily life, making many tasks much more effortless!

So what are you waiting for? Become a successful administrator and seize endless opportunities by enrolling in Admin, Secretarial & PA bundle today!




Learning Outcomes of this Admin, Secretarial & PA Bundle:

- Gain competent admin support skills.
- Be able to manage time efficiently in Admin, Secretarial & PA.
- Manage risks without breaking a sweat.
- Develop practical communication and administration skills.
- Familiarise yourself with important business etiquette concerning Admin, Secretarial & PA.
- Know how to manage people appropriately.
- Gain in-depth knowledge about invoicing and petty cash.
- Learn about family law and insurance concerning Admin, Secretarial & PA.
- Know in-depth about personal assistance.
- Gain outstanding Microsoft Office skills and much more!

Admin, Secretarial & PA Bundle Specialities

- 67 hours of instant video lectures and downloadable resources.
- Affordable premium-quality E-learning content, you can learn at your own pace.
- You will receive 16 completion certificates upon completing the Admin, Secretarial & PA Bundle.
- Internationally recognised Accredited Qualification would boost up your resume.
- You will learn the researched and proven approach of Admin, Secretarial & PA adopted by renowned experts.

Assessment



After completing all the modules of the Admin, Secretarial & PA Bundle, your learning will be assessed by an automated multiple-choice based exam. You may choose to participate in a Mock Exam before attending the course completion Final Exam with absolutely no extra cost.

Certificate

This premium Admin, Secretarial & PA bundle comes with FREE PDF & Hardcopy Certificates, PDF Transcripts & Student ID Card, and it makes this bundle the perfect value for money.

This self-paced Admin, Secretarial & PA Bundle by Skill Up, loaded with up-to-date knowledge and techniques, is truly ideal for all aspiring professionals.

Let your eLearning experience meet the utmost satisfying level by enrolling in our premium Admin, Secretarial & PA Bundle now!



This Admin, Secretarial & PA Bundle Consists of the Following Courses:

- Course 1: Admin, Secretarial & PA- Level 5
- Course 2: Administrative Management
- Course 3: PA (Personal Secretary/ Assistant)
- Course 4: Risk Management: Risk Assessment & Analysis
- Course 5: Excel Data Tools & Data Management
- Course 6: Minute Taking Masterclass
- Course 7: Time Management: Step By Step Training
- Course 8: Communication SKills Masterclass
- Course 9: Decision Making in High Stress
- Course 10: Virtual Team Building & Management
- Course 11: Corporate Writing Masterclass
- Course 12: Office Skills
- Course 13: Sage 50 Payroll
- Course 14: Online Bookkeeping and Quickbooks Course
- Course 15: Managing Budgets
- Course 16: Certificate of Workplace Health & Safety Basics Proficiency (CWHSP)

Curriculum Breakdown of the Premium Courses:

➤ Admin, Secretarial & PA- Level 5

- Module 01: Personal Assistant
- Module 02: Admin Support
- Module 03: Administrative Management
- Module 04: Organisational Skills
- Module 05: Telephone Etiquette
- Module 06: Business Writing
- Module 07: Time Management
- Module 08: Body Language and Effective Communication
- Module 09: Meeting Management
- Module 10: Microsoft Excel

➤ Administrative Management

- Module 1: Introduction to Office Administration
- Module 2: Skills of an Effective Administrator
- Module 3: Business Etiquette
- Module 4: Business Telephone Skills
- Module 5: Representing Your Boss and Company
- Module 6: Mail Services and Shipping
- Module 7: Travel Arrangements
- Module 8: Organising Meeting and Conferences

- Module 9: Time Management
- Module 10: Record Keeping and Filing Systems
- Module 11: Business Writing Skills
- Module 12: Organisational Skills
- Module 13: Communication Skills
- Module 14: Customer Service
- Module 15: Effective Planning and Scheduling
- Module 16: Invoicing/Petty Cash

➤ **PA (Personal Secretary/ Assistant)**

- Module One: Working with Your Manager
- Module Two: Administrative Soft Skills
- Module Three: Effective Time Management
- Module Four: Meeting Management
- Module Five: Tools of the Trade (I)
- Module Six: Tools of the Trade (II)
- Module Seven: Being an Effective Gatekeeper
- Module Eight: Organizational Skills
- Module Nine: Confidentiality Guidelines
- Module Ten: Special Tasks

➤ **Risk Management: Risk Assessment & Analysis**

- ❑ Module 1- Risk and Types of Risk
- ❑ Module 2: The Risk Evaluation Process
- ❑ Module 3: Risk Analysis & Assessment
- ❑ Module 4: Risk Assessment at Workplace
- ❑ Module 5- Introduction to Risk Management
- ❑ Module 6: Risk Management Process
- ❑ Module 7: Benefits of Risk Management
- ❑ Module 8: Enterprise Risk Management
- ❑ Module 9: Managing Financial Risks
- ❑ Module 10 - Managing Technology Risks

➤ **Excel Data Tools & Data Management**


- Introduction
- Project Files
- Data Validation Rules to Prevent Bad Data Entry
- Drop Down Lists for Easy Data Entry
- Custom Validation Messages and Alerts
- Splitting Data into Different Columns by Delimiter
- Splitting Data of a Fixed Width
- Easily Remove Duplicate Rows from a List
- The Incredible Flash Fill Tool
- Goal Seek – How to Reach the Result you Want
- Data Tables – Test Multiple Values Impact on a Formula Result
- The New Rich Data Types in Excel

➤ **Minute Taking Masterclass**

- Module 01: Introduction to Minute Writing
- Module 02: Preparation for Minute Taking
- Module 03: The Meeting Structure
- Module 04: Minute Meeting, Decision and Action
- Module 05: Roles and Responsibility of Minute Taker
- Module 06: Tips for Minute Taking
- Module 07: Technology in Minute Taking
- Module 08: Building Confidence

➤ **Time Management : Step By Step Training**

1. Section 01: Welcome & Getting Started
 - 1.1. Introduction to Time Management: Step-by-Step
 - 1.2. Getting Help

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2. Section 02: Choosing Your Time Tools
 - 2.1. What Tools Will I Need?
 - 2.2. Should I Use Print or Software Time Tools?
 - 2.3. General Factors When Choosing Software
 - 2.4. Choosing a Time Management System
 - 2.5. Choosing a Contact Management System
 - 2.6. Choosing a Calendar
 - 2.7. Choosing a Notes System
 - 2.8. Choosing a Time Tracker
 - 2.9. Make Your Choices

 3. Section 03: Planning Your Work
 - 3.1. Time for Planning
 - 3.2. What is Your REAL Job?
 - 3.3. Identifying Your Work Categories
 - 3.4. Setting Blocks of Time for Each Category
 - 3.5. The Carousel Method for Projects
 - 3.6. Goals and Outcome Setting
 - 3.7. The Power of Outlining
 - 3.8. Mind Mapping for Planning and Brainstorming

 4. Section 04: Reducing Distractions
 - 4.1. How Distractions Cripple Productivity
 - 4.2. Why Time Tracking is Critical to Success
 - 4.3. Reducing Email Distractions
 - 4.4. Social Media & App Distractions
 - 4.5. People Interruptions
 - 4.6. Telephone Distractions

 5. Section 05: Creating Focus
 - 5.1. Taming Your Monkey Mind
 - 5.2. Getting It All Out of Your Head

- 5.3. How Batching Gets More Done
 - 5.4. Using a Countdown Timer to Achieve Focus
 - 5.5. Discipline and Will Power
 - 5.6. Create an Office Power Hour
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- 6. Section 06: Handling Tasks Effectively
 - 6.1. Analyzing Tasks
 - 6.2. How to Prioritize Tasks
 - 6.3. Visualizing and Organizing Your Tasks
 - 6.4. The Power of Checklists
 - 6.5. The Two Minute Rule
 - 6.6. Should I Go Paperless?
 - 6.7. Telephone Time Tips
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- 7. Section 07: Delegating Effectively
 - 7.1. Introduction to Delegating Effectively
 - 7.2. Delegating Tasks – Analyze First
 - 7.3. Delegating – Best Practices
 - 7.4. Why Delegating Fails
 - 7.5. Hiring vs. Outsourcing
 - 7.6. Fast Lazy Way to Create PowerPoints
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- 8. Section 08: Inbox Zero Email Mastery
 - 8.1. Welcome to Inbox Zero Email Mastery
 - 8.2. Stopping Email Interruptions
 - 8.3. Sorting Your Inbox Daily
 - 8.4. Stop Working in Your Inbox
 - 8.5. Email Analysis
 - 8.6. Dumping Unneeded Emails
 - 8.7. Delegating Emails
 - 8.8. Scheduling Emails
 - 8.9. Finish the Most Important Emails First

- 8.10. Email Handling & Reply Tips
 - 8.11. Email Replies in Seconds Using Text Expanders
 - 8.12. Second Priority Level Emails
 - 8.13. Stop Digital Filing & Embrace Search
 - 8.14. Handling Reading/Resource Emails
 - 8.15. Reduce Internal Emails with Task Management Systems
 - 8.16. Reducing Customer Emails with Support Ticket Systems
 - 8.17. How to Use Email Filters to Save Time
 - 8.18. Best Practices for Internal Email
 - 8.19. Outsource Your Email with Personal/Virtual Assistants
9. Section 09: Effective Meetings
- 9.1. Introduction to Effective Meetings
 - 9.2. The Importance of an Agenda
 - 9.3. Having the Right People at the Meeting
 - 9.4. Setting Ground Rules for the Meeting
 - 9.5. Preparing Reports before Meeting
 - 9.6. Capturing Meeting Notes
 - 9.7. Starting on Time
 - 9.8. Getting Attendees Involved
 - 9.9. Keeping the Meeting on Track
 - 9.10. Creating an Action Plan
 - 9.11. No “Anything Else?” Questions
 - 9.12. End Meetings on Time
 - 9.13. After Meeting Follow Up
 - 9.14. Online Meeting Tips
 - 9.15. Dealing with Controversial Topics
10. Section 10: Automating Your Work
- 10.1. The Importance of Automation
 - 10.2. Getting Started with Automation
 - 10.3. Automating with Text Expanders

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11. Section 11: Work/Life Balance
 - 11.1. Introduction to Work/Life Balance
 - 11.2. Work Life Balance Steps 1-5
 - 11.3. Work Life Balance Steps 6-8
 - 11.4. Step 9: Learn to Play Again
 - 11.5. Work Life Balance Steps 10-14
 - 11.6. Work Life Balance Steps 15-17

12. Section 12: Student Time Tips
 - 12.1. Student Time Planning
 - 12.2. Creating Focus for Students
 - 12.3. Learning Tips for Students

➤ **Communication Skills Masterclass**

- Course Introduction
- Module 01: Deciding the Topic
- Module 02: Introductory Address
- Module 03: Body of the Speech
- Module 04: Conclusion

➤ **Decision Making in High Stress**

- Module 1: What is Decision Making?
- Module 2: Stress and Its Impact
- Module 3: Time Stress and Decision Making
- Module 4: Personal Level Decision making Under Stress
- Module 5: Organisational Level Decision making Under Stress
- Module 6: Decision Making for Conflict Management

➤ Virtual Team Building and Management

- Module One: Setting Up Your Virtual Team (I)
- Module Two: Setting Up Your Virtual Team (II)
- Module Three: Virtual Team Meetings
- Module Four: Communication (I)
- Module Five: Communication (II)
- Module Six: Building Trust
- Module Seven: Cultural Issues
- Module Eight: To Succeed With a Virtual Team
- Module Nine: Dealing With Poor Team Players
- Module Ten: Choosing the Right Tools

➤ Corporate Writing Masterclass

- 1. About corporate writing**
 - 1.1. Introduction
 - 1.2. What is corporate writing?
 - 1.3. Exercise
 - 1.4. The benefits of corporate writing
 - 1.5. Get a job or work for yourself?
 - 1.6. Summary
- 2. Master the craft**
 - 2.1. Introduction
 - 2.2. Get prepared
 - 2.3. Start writing
 - 2.4. Active writing and flair
 - 2.5. Structure
 - 2.6. Editing
 - 2.7. Summary
- 3. How to succeed**
 - 3.1. Introduction
 - 3.2. Understand the market
 - 3.3. Get the right tools
 - 3.4. Set your price
 - 3.5. Winning work
 - 3.6. Positioning yourself
 - 3.7. Applications
 - 3.8. Portfolios and promotion
 - 3.9. Selling

- 3.10. Be great to work with
- 3.11. Protect yourself
- 3.12. Summary exercise

➤ Office Skills

- Module 1: Introduction to Office Administration
- Module 2: Skills of an Effective Administrator
- Module 3: Effective Planning and Scheduling
- Module 4: Organising Meeting and Conferences
- Module 5: Record Keeping and Filing Systems
- Module 6: Business Writing Skills
- Module 7: Minute Meeting, Decision and Action
- Module 8: Tips for Minute Taking
- Module 9: Time Management
- Module 10: Stress Management
- Module 11: Business Telephone Skills
- Module 12: Communication Skills
- Module 13: Conflict Management
- Module 14: Organisational Skills

➤ Sage 50 Payroll

- Module 1: Payroll Basics
- Module 2: Company Settings
- Module 3: Legislation Settings
- Module 4: Pension Scheme Basics
- Module 5: Pay Elements
- Module 6: The Processing Date
- Module 7: Adding Existing Employees
- Module 8: Adding New Employees
- Module 9: Payroll Processing Basics
- Module 10: Entering Payments
- Module 11: Pre-Update Reports
- Module 12: Updating Records
- Module 13: e-Submissions Basics
- Module 14: Process Payroll (November)
- Module 15: Employee Records and Reports
- Module 16: Editing Employee Records

- Module 17: Process Payroll (December)
- Module 18: Resetting Payments
- Module 19: Quick SSP
- Module 20: An Employee Leaves
- Module 21: Final Payroll Run
- Module 22: Reports and Historical Data
- Module 23: Year-End Procedures

➤ Online Bookkeeping and Quickbooks Course

Getting prepared - access the software and course materials

- The structure of the course – first things first
- Set up free trial

Getting started

- Starting A New Company File

Setting up the system

- set up nominal accounts
- Enter opening balances
- Reverse opening balances – accruals and prepayments
- report journal

Nominal ledger

- amend the nominal ledger
- Report listing the nominal ledgers

Customers

- Enter customers
- Report on customer contact information



Suppliers

- enter suppliers
- supplier contact list

Sales ledger

- Enter invoices
- Invoice entering Quickbooks Online Bookkeeping Diploma
- Invoice batch
- Post Sales Credit Notes
- Report showing Customer Activity
- Aged Debtors

Purchases ledger

- Post Supplier Invoices
- Entering a batch of supplier bills
- Credit Notes Suppliers
- Reclassify supplier bills – flash bulbs purchased
- Supplier Account Activity Report

Sundry payments

- Post Cheques
- Report showing supplier payments

Sundry receipts

- Receipts from customers
- Report showing customer receipts

Petty cash

- Post Petty Cash Transactions and Report
- Post cash payments to ledgers
- Enter petty cash items
- Report on Petty Cash Payments Proper
- Post Sundry Payments
- Report Bank Payments

VAT - Value Added Tax

- VAT Return

Bank reconciliation

- Reconcile The Bank

- Provide A Report Showing Any Unreconciled Transaction

Payroll / Wages

- Post the Wages Journal
- Posting Journal adjustments

Reports

- Month end adjustments
- Month end reports

Tasks

Task- Creating the accounts


Task – Customer report

➤ **Managing Budgets**

- Module One: The Fundamentals of Finance
- Module Two: The Basics of Budgeting & Parts of a Budget
- Module Three: The Budgeting Process
- Module Four: Budgeting Tips and Tricks & Crunching the Numbers
- Module Five: Budget & Investment Opportunities
- Module Six: Directing the Peerless Data Corporation

➤ **Certificate of Workplace Health & Safety Basics Proficiency (CWHSP)**

CHWSP Module Order:

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- The Importance of Workplace Health and Safety Induction Training
 - Basic Workplace Health & Safety Induction Training
 - ENGLISH – Basic WHS Final Exam
 - Course Completion Survey