

English for Administration

Provided / Operated by:

Nari Ekta Ltd

This course is for learners who want to improve their vocabulary, communicate confidently, learn formal and informal use of language in the context of office administration skills including: ?Analyse existing skills/identify the skills needed to be developed against an administration assistant role ?Work to achieve organisation's purpose and values ?Understand own responsibilities and rights at work, support diversity, maintain security and confidentiality and health & safety at work ?Develop...

Course Address:

Nari Ekta - Queens Square
12, Queen Square
Leeds
West Yorkshire
LS2 8AJ

Days & Dates:

Tuesday: 10am - 2.30pm
14th April 2026 to 9th June 2026

Costs:

Free

Contact Details:

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Accessible:

Yes

Childcare:

No

Children allowed:

No

