



CERTIFIED ADMINISTRATIVE PERSONNEL Training Program

Eligibility : 12th pass

Age Group : 18-45

Who can attend: Male, Female
Freshers or Experienced

Accelerate your potential
Become a Certified Professional
IN JUST 45 DAYS

- CERTIFIED COURSE
- EXPERT TRAINERS
- COMPREHENSIVE CURRICULUM
- PRACTICAL LEARNING
- EMI FACILITY
- JOB ASSISTANCE

REGISTER NOW



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LIMITED SEATS
BATCH STARTS IN
APRIL 2025

Taking an Administrative Professional course is one of the smartest moves you can make, whether you're a student just starting your career or an existing employee looking to up your game. For students, it's the perfect way to bridge the gap between classroom learning and the real-world demands of a job. In this course, you'll not only learn how to write professional emails and stay on top of your schedule, but you'll also gain a solid understanding of how to create Standard Operating Procedures (SOPs) and effectively use tools like MS Office and mobile apps—skills that are essential in nearly any workplace. This makes you instantly more marketable to employers because it shows you can handle the organizational, communication, and tech-heavy tasks that come with most jobs. Plus, it boosts your confidence and gives you a better idea of how to manage your time and work relationships, which is key when you're just starting out.

For employees already in the workforce, this course offers the chance to refresh and refine skills that can make you more efficient and productive. Learning to organize tasks, manage emails, and create SOPs can save you time, reduce mistakes, and help you handle larger projects with more ease. These skills aren't just about doing your current job better—they can set you up for career growth. Employers value employees who can take on more responsibility, especially when it comes to managing processes and ensuring smooth operations. With more proficiency in tools like MS Office and mobile apps, you'll be able to adapt quickly to new technology, stay ahead of the curve, and increase your value to the company. Ultimately, whether you're entering the job market or climbing the career ladder, this course gives you a strong foundation to succeed and grow in today's fast-paced, digital world.

Topics Covered with practice exercises in Advanced Course

1. Introduction to the Administrative Professional Role
2. Interpersonal Skills / Work Ethics
3. Communication Skills - Verbal & Non Verbal
4. Positive Attitude
5. Time Management
6. Effective Communication and Delegation
7. Stress Management
8. Etiquette
9. Meetings & Appointments
10. Technology Literacy – MS Office & Apps for work
11. Job Assistance

6-8 weeks / 25hrs

INR 29,999/- incl GST