

It is What You Learn After You Know it All That Counts!



Where Minds are
Challenged
&
Spirits Grow...

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Overview

With the ever changing roles of administrative assistantship keeping up with the demands of the job is becoming increasingly difficult. Courses in this program are carefully planned and designed to meet the training needs of each individual.

Who Should Enroll?

These courses are designed for assistants from different levels who need to improve their existing or learn new administration & assistantship skills.

Program Modules

- Communication Musts in Administration
- Project Management for Assistants
- The Way to Excellence
- Star Assistants
- Time Management for Assistants
- Office Management
- Written Communication for Assistants
- Computer skills & Office Automation