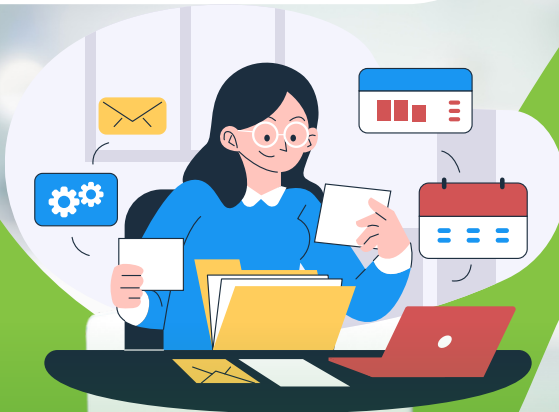




DEVELOPING SKILLS FOR ADMINISTRATION

**DO YOU LIVE IN STAFFORDSHIRE AND ARE YOU
OVER 19? WE HAVE A FREE* COURSE FOR YOU**

WHAT SKILLS WILL YOU GAIN?

- Learn how to communicate with others to complete administration tasks effectively
- Develop problem-solving skills in team-based activities
- Gain confidence in matching skills and qualities to administration based job roles

***Our ACL courses are free/fully-funded for those aged 19+ with a Staffordshire postcode who are unemployed and not in education or training.**

GET IN TOUCH TODAY



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