

acorn TRAINING

In partnership with Greater Lincolnshire Combined County Authority

Business Administration & Customer Service Course Bundle

Gain Two Level 1 Qualifications in Just Six Weeks!

Course Length: 6 weeks | **9:30am - 3:00pm** | **Face-to-Face Delivery**

What will you learn?

Level 1 Business Administration
Develop the knowledge and skills required to work effectively in an office or business environment, including:

- Understanding business administration principles
- Organising and managing information
- Effective workplace communication
- Time management and prioritisation
- Professional behaviours in the workplace
- Teamwork and administrative support skills

Level 1 Customer Service
Gain the skills needed to deliver excellent customer service, including:

- Understanding customer needs and expectations
- Effective communication techniques
- Building positive customer relationships
- Working in customer-facing environments
- Understanding legislation that supports customer service
- Delivering high-quality customer experiences

Course benefits

- Gain two recognised Level 1 qualifications
- Develop essential business and customer service skills
- Improve communication and organisational abilities
- Build confidence for employment and further learning
- Enhance your CV and employability prospects
- Explore progression into apprenticeships, employment or further training

Are you eligible?

To join this programme, you must:

- Be aged 19 or over on 31 August 2026
- Be unemployed, or earning less than £26,800 per year

Ready to take the next step?

Contact Acorn Training today to find out more and enrol today!

WWW.ACORNTRAINING.CO.UK | 01782 827 827 | INFO@ACORNTRAINING.CO.UK