

PROFESSIONAL CORPORATE SUPPORT:



AGENCY ADMINISTRATOR FEATURE DAY

This feature day is designed for administration professionals, and focuses on:

- Being an integral part of a top performing agency team
- Documentation, legislation and practical guidance
- Time management
- Communication strategies and conflict prevention
- Practical strategies to offer the best support possible for your agency team
- Identifying opportunities for initiative

Efficient and well trained administrators are the backbone of any successful agency. Keep up-to-date with best practice and compliance issues, and learn how to implement and improve office processes and procedures.



BRISBANE

LEVEL 1, 50 SOUTHGATE AVE,
CANNON HILL

FRIDAY 18 MAY

9am - 4pm

Members \$200 inc GST

Non-member \$250 inc GST

To book or for more information:

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