



01454 864613



community.learning@southglos.gov.uk

SOUTH GLOUCESTERSHIRE COMMUNITY LEARNING

Introduction to Office Skills

Starts **Wednesday 2 November, 1pm-3pm**

Bradley Stoke Library, Fiddlers Wood Lane, Bradley Stoke, BS32 9BS

An introduction to the skills required to work in an administrative role within an office environment

This free 5-week course will cover many aspects of the administrative role and equip you the workplace or you can use the course as a stepping stone towards an NVQ qualification



For more information and to enrol please call Jane on 01454 864687 or email jane.thomas2@southglos.gov.uk