




EAST
SUSSEX
COLLEGE

Business Administration Course

 13/05/24 - 17/05/24

 9:30 - 16:30

 Hastings Station Plaza Campus,
Station Approach TN34 1BA



CV & JOB
APPLICATION
HELP AND
INTERVIEW
PREPARATION

ABOUT OUR COURSE

A five-day course in conjunction with ESCC to help you understand what is needed to work in administration. Work with a group of like-minded individuals, undertaking informative activities related to working in the administration environment. Receive support from experienced employability tutors and understand what is like to work for ESCC. Undertake a level 1 award in Employability



Understanding **Mindsets**

Discover what qualities are important to employers' such as honesty, commitment, flexibility, and accountability. Highlight transferrable skills and areas for improvement



Working in a **team**

How teams work, recognising own strengths in contributing to a team and the contributions of others and understanding team goals.



Understanding **Motivation**

Recognise key motivators and de-motivators that impact on work situations



Information at **work**

Covering issues of data protection, security, and confidentiality relating to verbal, written and ICT-based information.

-  AGED 19+
-  IN RECEIPT OF UC OR ON A LOW WAGE
-  RESIDENCY CONDITIONS APPLY



GET IN TOUCH
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