

Administrative Professional Certificate Program

Presented by NCC's Center for Business & Industry

Taught by industry experts in convenient, competency-based workshops, this professional program will bolster your professional skill set and ability to achieve personal success. Each highly interactive session explores the latest best practices in the field, provides practical experience, and clearly defines the administrative role and requirements to maximize performance. The program also demonstrates how effective administrative support impacts the productivity and profitability of an organization and its teams.

The certificate program consists of five full day learning modules taught by industry experienced facilitators.

Administrative Professional Certificate Workshops

- Achieving Personal Effectiveness
- Better Business Writing
- Effective Interactions
- Introduction to Project Management
- Problem Solving Techniques

Designed for:

- Front line employees
- Those in an administrative support role
- Individuals who want to acquire the skills to move into an administrative support role



Outcomes:

- Increase productivity and effectiveness
- Improve skill sets and professional value
- Learn the latest office practices applicable to a wide range of settings

Registration

Each workshop is listed separately in our registration database so that you can schedule as time permits and at the pace you desire. After completing the five workshops, you will receive your Administrative Professional Certificate. Please visit northampton.edu/CBIWorkshops or scan the QR code to access the course catalog, view workshop descriptions and register.



Interested in on-site delivery, employee coaching or obtaining a comprehensive needs assessment for your organization? Please contact our Business Development Professional, Shelly Mule at smule@northampton.edu or 610-861-5064.