



Email: greystrainingcenter@gmail.com Website: www.gtcsonline.org

Name: Middle Initial.....Surname.....

Address:

Telephone: (Home)..... (Cell)..... (Work).....

Date of Birth.....

Last School Attended.....

Level Completed.....

Email Address:

Qualifications.....

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Other Certificate (s) Attained.....

.....

Hobbies/pastimes.....

How were you informed of the Course? Website, friend, by passing, flyer,

(other).....

Please Tick

Do you have access to a computer? (Yes) or (No)

Have you taken any computer courses before? (Yes) or (No)

Please tick the appropriate Unit/s of interest:

- Prepare for Work
- Give Your Customers a Positive Impression of Yourself and Organisation
- Produce Business Documents
- Process and Record Payroll Transactions
- Deal with Conflict Situation
- Supervise the team to ensure goals are achieved
- Develop work Priorities
- Maintain Human Resource Information System
- Administer Recruitment Procedures
- Manage Project & Plan and Implement Change
- Encourage Innovation in your area of responsibility

- Achieve the Goals for your Business**
- Win and Keep customers**
- Check your ability to Run a Business**
- Develop Marketing Plan**
- Identify and Monitor competitors' Marketing strategies and Activities**

These units are taken from the General Office Administration, Customer Service, Business Administration, Accounting Clerk, Administrative Assistant, Management, Human Resource Management, Marketing and Develop a New or Existing Business Enterprise.