



# Learner Achievement Verification

This is to certify that the management of Alison has decided to award Diane Margo living in United States of America the certificate of completion in Administrative Support.

## Learner Details



**Name:** Diane Margo  
**E-mail:** dianemargo8@gmail.com  
**Country:** United States of America



## Course and Result



**Score**  
88%  
**Study Time**  
1:31:32

### Administrative Support

This free online Administrative Assistant training course will teach you about the basics of organization, resource and time management, and communication. You will learn how to manage your time more effectively, be better organized, improve on essential verbal and non-verbal communication skills, and empower yourself. All these are key aspects of being a successful and effective administrative assistant.

## Modules Studied

- Module 1: Getting Started
- Module 2: Getting Organized (I)
- Module 3: Getting Organized (II)
- Module 4: Managing Time
- Module 5: Getting It All Done On Time
- Module 6: Special Tasks
- Module 7: Verbal Communication Skills
- Module 8: Non-Verbal Communication Skills
- Module 9: Empowering Yourself
- Module 10: The Team of Two
- Module 11: Taking Care of Yourself
- Module 12: Course assessment