



# ESSENTIAL SKILLS FOR AN EFFECTIVE RECEPTIONIST

Here are some of the topics that are covered:

- ✔ Introduction to the Receptionist Role
- ✔ Administrative Tasks and Responsibilities
- ✔ Handling Challenging Situations

**2 DAYS**

**CERTIFICATE OF ATTENDANCE**

**ASPIRING AND CURRENT  
RECEPTIONISTS, CUSTOMER  
SERVICE PROFESSIONALS**

✉ [INFO@TRAININGAFRICAACADEMY.CO.ZA](mailto:INFO@TRAININGAFRICAACADEMY.CO.ZA)

☎ 011 794 6665



[WWW.TRAININGAFRICAACADEMY.CO.ZA](http://WWW.TRAININGAFRICAACADEMY.CO.ZA)