

Reception Training

Title: **Office Procedures**

Date: **February 17 & 18, 2018** *** (Change of Date)

At: ALIB Health Dept. Boardroom

Time: 9:00 am—3:30 pm

Instructor—Okanagan College

Who: For staff & on call staff & Membership

Basic Office Procedures (12 hours)

This course will teach the student basic office procedures including records management (filing), organizational skills, effective telephone techniques, meeting preparation and minutes, postal services and receptionist skills. Feb 17 & 24, 9 am – 3:30 pm

To register—Contact Diane Anthony @ danthony@alib.ca

At ALIB Education Dept. by **Feb 14, 2018** or 250-679-8841 Ext. 2239

* Make note of date has been changed.