

Administrative Professionals Class! Sign Up Today!

Administrative Professional Training

*Employees will boost communication skills,
productivity and professional development!*



Have you ever wanted to work in a professional office setting? Are you organized and great with people? If so, this is the training for you! Book Included!

Skills Learned:

- Word
- Excel
- Business English
- Time Management
- Outlook
- Office Procedures

When: Saturdays

When: 9:00 a.m.-1:00 p.m.

Where: Northwest Assistance Ministries (NAM)

4th Floor Learning Center

15555 Kuykendahl Rd, Houston, TX 77090

Contact: Mary Silbert at 281-885-4626
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