

AUTOMOTIVE BUSINESS MANAGEMENT LEVEL 3



Synopsis

This 3-day intensive program is designed for individuals with prior experience in office administration who seek formal recognition and certification through JPK's Recognition of Prior Experiential Learning (RPEL). The course provides structured learning, practical application, and competency assessment to validate skills and knowledge in office administration at a Level 3 standard. Participants will gain essential administrative skills, including front desk operations, finance and procurement handling, office logistics, documentation management, and staff supervision. The program follows a fast-track structure, ensuring that experienced professionals can certify their expertise efficiently while refining their skills through hands-on training and assessments. By the end of this program, participants will demonstrate competency in office administration and be awarded the Office Administration Level 3 Certification, enhancing career opportunities and professional recognition.



Course Objective

The course objective is to equip participants with the skills and knowledge necessary to improve teamwork, enhance cooperation, cultivate an emotionally intelligent work environment, and effectively navigate diverse personality styles and perspectives.



Audience

Ideal for experienced office managers seeking certification and employees in corporate, government, SME, and institutional roles.

Pre-requisite :

None

Duration :

3-day (9.00am - 5.00pm)

Course Delivery Mode :

Classroom training + Hands-on practice + Role-playing scenarios.

Course Modules

Day 1

OFFICE ADMINISTRATION & FINANCE

- Front Office & Communication (Morning)
- Office Finance Handling (Afternoon)
- Procurement & Inventory Management (Evening - Optional Coaching)

Day 2

LOGISTICS, DOCUMENTATION & STAFF MANAGEMENT

- Office Logistics & Event Planning (Morning)
- Documentation & Confidential Records (Afternoon)
- Staff Administration & Workplace Supervision (Evening - Optional Coaching)

Day 3

ASSESSMENT & COACHING CERTIFICATION

- Assessment & Practical Evaluation (Morning)
- Coaching Certification & RPEL Endorsement (Afternoon)



Learning Outcome

Office Administration (Level 3)
Certification – Recognized by JPK
through RPEL



GET IN TOUCH



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