

The Finishing Touches

**Seminar and
lunch for
receptionists**

We motivate, encourage and inform receptionists to continue to aim for high standards, and equip them to do so

Each seminar
10am-4pm

\$200 plus gst per person per seminar morning tea and lunch included

Attitude
Etiquette
Efficiency
Reliability
Self control
Terminology
Presentation
Co-operation
Telephone skills
Self confidence
Time management
Handling multiple calls
Managing difficult clients
... and more

*For the
experienced
receptionist
and those
new to the
role*

Reception Skills

- 11-Feb ● Cairns
- 17-Feb ● Brisbane
- 18-Feb ● Sydney
- 19-Feb ● Perth
- 23-Feb ● Adelaide
- 24-Feb ● Melbourne
- 25-Feb ● Canberra
- 3-Mar ● Shepparton
- 4-Mar ● Albury
- 5-Mar ● Wagga
- 10-Mar ● Townsville
- 5-May ● Melbourne
- 6-May ● Hobart
- 7-May ● Adelaide
- 12-May ● Perth
- 13-May ● Sydney
- 14-May ● Canberra
- 19-May ● Brisbane
- 20-May ● Mackay
- 27-May ● Cairns

Difficult People

Time Management

- 14-Jul ● Canberra
- 15-Jul ● Sydney
- 16-Jul ● Perth
- 21-Jul ● Adelaide
- 22-Jul ● Melbourne
- 23-Jul ● Hobart
- 29-Jul ● Brisbane
- 30-Jul ● Cairns

www.receptionplus.com.au

info@receptionplus.com.au

PO Box 679 Cairns Qld 4870

phone 0412 31 7777

