

Administration and Human Resources

COURSE DESCRIPTION

This program allows participants to learn about administrative activity for human resources. It has the program for leadership, organisational management skill, mentoring process, office management, effective resource allocations and office budgeting techniques, resource allocation planning and utilization.

Who's the Course Suitable for?

This course is aimed at the administrators of the health care.

5 DAYS COURSE

*\$900 per person
with minimum of 20
participants*

