



Over 50 years of Academic Excellence.

GRAFFINS COLLEGE

CERTIFICATE IN FRONT OFFICE MANAGEMENT

About This course:



The course deals with a wide range of topics from handling the customers to aligning front office operations with back office activities. The course delivers hands-on practical knowledge to its participants regarding the best practices being followed in the industry along with the emerging trends.

- Enhanced Skill Set.
- Improved Job Prospects.
- Career Advancement.
- Higher Earning Potential.
- Confidence and
- Competence.

Benefit:



- Career Management
- Delegating
- Goal Setting
- Leveraging Your Networks
- Managing Your Boss
- Meeting Management
- Presentation Skills
- Stress Management
- Time Management

Skills Learned



3 months

Duration



**Start Date:
Learning Option:**



**New Classes Start Every
Month.**

**Learning Mode - In class
and Online.**

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