

SPECIFICATION

DELIVERY MODE	TRAINING TYPE	LEARNING CONTENT/TRAINING CONTENT OUTLINE	DURATION OF THE COURSE
Face to Face	GroupWise	<p>-Email management: constructing emails to clients/respondents, mail merge, and completing administrative documentation.</p> <p>-Calendar management: Sending, receiving and tracking appointments.</p> <p>-User tools: Managing contacts, applying filters and organizing mail via cabinets.</p> <p>-Archiving: Creating and managing archive folders.</p> <p>-Use of menu tools: Ability to use and understand menu bars.</p>	2 - 5 days

TAKE NOTE OF THE BELOW

Assessment Type: POE/Assessment/preferred/class activity

Accreditation Status: Suppliers who are accredited with QCTO

-Offering Accredited Courses.

20/05/2026
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