

Certification with supervision of the Executive Assistant cycle



AS-13 0 Days (5 Hours)



Description

The FFP Professional certification allows you to become professional and obtain recognition from the Professional Training Federation. Delivered by a jury of Skills Campus experts, the certification is backed by a professional benchmark and recognized in the business world. The FFP Professional certificate validates the training acquired and certifies mastery of a function, activity or profession. It allows you to capitalize on the experience acquired in a professional career. This certification is intended for anyone participating in the cycle.

Who is this training for ?

For whom

Prerequisites

Aucune

Training objectives

- This system allows each candidate to: Carry out their professional project in the company
- Validate your training skills and their implementation
- Accelerate your learning through a project and ensure its success thanks to the two presentations in video format and the three individual follow-up meetings
- Take the necessary perspective to master your role by formalizing and presenting the results of your work to a jury of experts

Training program

Phase amont

- Application file: validation of the application in relation to the professional reference of the targeted certification

Phase d'apprentissage avec tutorat

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email We are at your disposal De Lun - Ven 09h00-18h00

- Program of ffp training with tutoring

Phase aval

- Defense of the dissertation on the operational project before a jury of experts.