

BUSINESS Interactions

You are a person full of energy who has an aptitude for outstanding communication. You are also reliable, well organised and helpful.

For you, it is essential to choose a profession where you can deal with as many people as possible. You recharge your batteries with the help of people contact.

This programme will give you the opportunity to explore tourism administration. You will be provided with professional industry training - learning about sales and customer service, presenting goods to customers as well as using planning and organisational skills and current technologies.

Starts: February 2017
Time: 9am to 2.45pm one day a week
Location: NMIT Marlborough and Nelson

PATHWAYS + OPPORTUNITIES

TRADES ACADEMY TRAINING

- › Industry Employment
- › Certificate in Business Administration (Level 2 and Level 3) at NMIT
- › Certificate in Tourism and Travel (Level 4)
- › National Certificate in Retail (Levels 2 and 3) at NMIT
- UNIVERSITY STUDIES:**
 - › Business Management › Event Management
 - › Human Resource Management › Marketing

Office Administrator
Personal Assistant
Call Centre Operator
Travel Consultant
Customer Service

School Admin
Medical Secretary
Accounts Assistant
Data Processor
Tourism Business

Receptionist
Secretary
Legal Executive
Office Manager
Retail Assistant



JAIME HUNT

BUSINESS INTERACTIONS *Nelson College for Girls*

Jaime feels very lucky to have the opportunity to attend the Business Interactions programme. "It's a privilege to do this course. The small class size makes it easier to learn as you have more one-to-one time with the tutor. Our tutor is so nice and friendly and she always helps us out."

Jaime would like to work as a travel agent in the future and plans to study at NMIT when she leaves school. "It's been really helpful learning how to write business emails and letters, as well as developing my computer skills. That's going to be important in my future job."

Jamie is also grateful to her teachers at school who have been very supportive in helping her keep up to date with her other school subjects.

