

Course/Workshop Name

Level

Presentation Style

COURSE OUTLINE

Front Counter Enquiries

Essential

Webinar

Who should Attend

This course is designed to provide Council Front Desk Officer and Customer Service staff an overview of front counter enquiries.


Prerequisites

Attendees will need to have:

- Fundamental knowledge of computers
- Understanding of SynergySoft logging in and menu navigation

Course Content

- Property Map Enquires
- Dog Registration Details
- Name and Address Register
- Financial Enquiries



To lodge your Booking or for further information please contact Ann Bull on (08) 9315 7009 or email ann.bull@itvision.com.au