



## STEP INTO...BUSINESS ADMINISTRATION



The STEP INTO BUSINESS ADMINISTRATION programme runs in partnership with Wigan borough's GP surgeries.

This is a 6 week programme, starting in February 2024 which will provide you with the all the skills necessary to work in a GP's surgery. Everyone attending the course will be offered an interview.

The first three weeks are spent in college gaining skills and knowledge, such as customer service and ICT, followed by two weeks' work experience in a GP's Surgery. The final week in college will focus on developing a strong cv and preparing for your interview which will take place at the end of the course.

**Interested?**

**COME ALONG TO ONE OF OUR ADVICE AND ENROLMENT EVENTS TO FIND OUT MORE AND REGISTER.**

**Wednesday 10 January 2024**

**4.30pm - 7.00pm**

Leigh Adult Learning Centre  
Walmesley Road, Leigh WN7 1XL

**Thursday 11 January 2024**

**4.30pm - 7.00pm**

Centre for Advanced Technical Studies  
New Market Street, Wigan WN1 1RP



OUR PARTNERS

**Greater  
Manchester  
Integrated Care  
Partnership**



**NHS**

Providing NHS services

☎ 01942 761111

✉ [applications@wigan-leigh.ac.uk](mailto:applications@wigan-leigh.ac.uk)

 **Wigan & Leigh  
College**