# Personal Administrative Assistant Trainee Checklist

Below is a list of the tasks to advance through the traineeship.

**Administrative Assistant Trainee 1**

Currently in a transferable title

Successfully passed a typing check

**Administrative Assistant Trainee 2**

Currently in a transferable title

Completed mandatory coursework (save certificates in UB Edge):

Microsoft Word Basics

Customer Service

Organized Office Worker

Successful Business Writing

Completed 52 week probationary period

**Administrative Assistant 1**

Currently in a transferable title

Completed elective coursework (save certificates in UB Edge):

Professionalism & Self-Management

Course name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Verbal & Written Communication

Course name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interpersonal & Customer Relations

Course name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computer Skills & Technology

Course name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed 52 week probationary period