# 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