



Pitman Training Preston

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Executive P.A. Diploma

"My Diploma has given me a strong foothold in my career and helped me progress from a secretarial to a PA position. It has enabled me to have a career in my chosen field, especially one where vacancies are scarce and has highlighted opportunities for me which, without the training, would definitely not have been there."

Outline:

The role of a top-flight PA is both a demanding and rewarding one. A Personal Assistant is a professional who acts as a 'life organiser' to the senior management or company directors. To get – and keep! – one of these senior jobs you will need advanced IT skills as well as highly developed interpersonal and negotiation skills.

This Diploma is designed for Individuals who wish to gain comprehensive secretarial, business and computer skills in preparation for a career as a Personal Assistant at high-level management.

Designed for:

Those in admin/secretarial positions seeking promotion or a more prestigious and challenging position.
Those already working as Senior PA's, who have the experience but not the paper qualifications.

What the diploma covers:

The Pitman Training Executive PA Diploma will give you a broad range of skills to enable you to sell yourself, get and perform your dream job. You will learn up-to-date Microsoft Office applications at a more advanced level than most users, as well as learning the more traditional secretarial skills of shorthand (if chosen), audio and touch-typing. In addition, you can extend your business skills through one day seminars, advanced IT training and specific profession training.

How you will learn:

You will work at your own pace in our comfortable premises, helped by experienced tutors as required. You choose your own hours and keep the reference materials when the course is over. On completion, you will receive a Pitman Training Diploma that is recognised nationally and internationally by employers. As we are an accredited examination centre, you also have the opportunity to take a number of additional exams.

Continued ...

The benefits of training with us:

- The flexibility and value of a self-study course designed to enable you to work at times of your choosing and at your own pace.
- Personalised workbooks to use as a reference guide on completion of your training.
- The opportunity to gain a Pitman Training Diploma that is recognised nationally and internationally by employers.

Length of training:

The Guideline learning time is 10 weeks' full-time or 260 hours' flexi study (without shorthand).

Core Courses:

- **Computer Keyboard Skills** - Learn how to touch type accurately, using the correct keyboard technique. This may help to reduce the risk of RSI (Repetitive Strain Injury).
- **Keyboard Speed Development** - Develop your typing speed using graded copying exercises and timed dictations. A number of stages are available, taking you up to a speed of 70 wpm.
- **Effective Business Communication** - Learn how to communicate effectively in business by letter, email, telephone, and by presentation. This will cover correct use of grammar, punctuation, principles of letter writing and CV writing.
- **Business Document Production** - Develop skills and understanding of routine and complex business documents and the conventions used in their production and presentation.
- **Microsoft Word** - Learn word processing skills to a good business standard. This will enable you to create professional looking documents, produce tables, insert & edit graphics and much more.
- **Microsoft Word Expert** - Learn advanced word processing skills including mail merge, creating graphs, creating and running macros, creating an index, table of contents and more.
- **Microsoft Excel** - Learn spreadsheet skills to a good business standard. This course will enable you to create a spreadsheet, enter data, formulas and functions; create charts and more.
- **Microsoft Excel Expert** - Learn advanced spreadsheet skills, covering areas such as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables.
- **Microsoft PowerPoint** - Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound and hyperlinks; applying transition and timing effects.
- **Microsoft Access** - Develop database skills from initial design stage. This covers the creation of tables, reports, queries, and forms, relationships, wizards and more.
- **Microsoft Outlook** - Learn how to share, manage, and schedule information electronically. This covers the use of email, electronic calendar, scheduling meetings and appointments; creating and assigning tasks and creating address lists.

Continued ...

- **Audio Transcription** - Learn audio typing techniques to produce business documents to a high degree of accuracy and skill.
- **Go...Make a Difference!** – A fabulous self-development course to improve your thinking skills. Using the Go MAD thinking system, you apply this to challenges you may face at work and in life in general and learn to tackle them in a positive way.

Prices:

The full price of the diploma without the shorthand module is £3000.



At the brand-new Pitman Training Centre in Preston we offer a friendly and supportive flexible learning environment where every student is treated as a VIP. You choose the times you want to come into the centre – an hour or two a week, whole days or full-time if you want to complete your course quickly.

Our office suite is bright and healthy – with freely available filtered water, oxygen-giving plants and a relaxing rest area (with massage chair).

Trained supervisors are on hand to guide and support students and we offer free career advice and CV writing. We have relationships with local recruitment agencies and a 'Talking CV' service, which can really boost job prospects. Diploma students also receive other benefits such as our membership card which gives them discounts in local businesses and our parcel receiving facility (so you don't miss parcels at home).

We are also here for you after you finish your training. If you ever have a problem at work we are only a telephone call away. It could be that you haven't done any mail merge for a while and have forgotten how to do it, or you need to set up a POP3 email account and don't know how.

We also recognize how important Executive PA's are in their companies. We will give you a 2% commission of the cost of training of anyone from your company who books a training course with us.