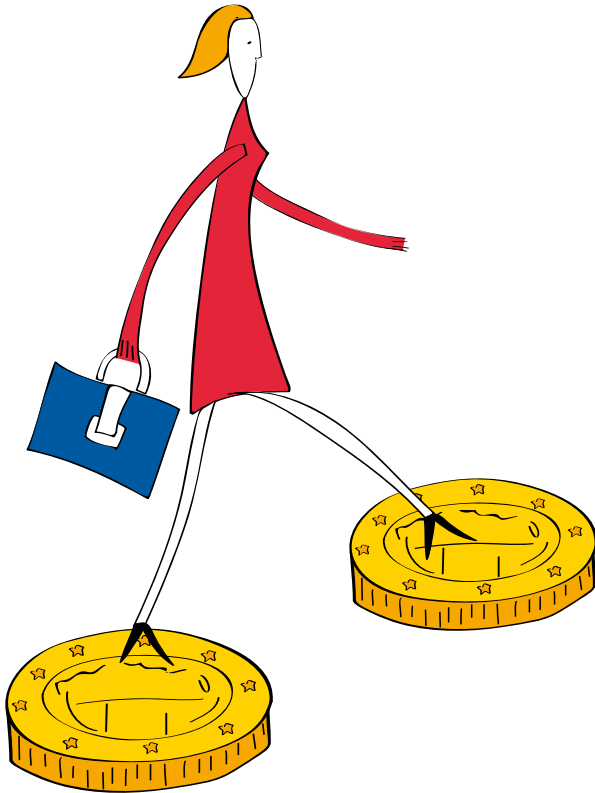


Executive PA Diploma

Enjoy a rewarding career
as a successful PA



Get a job as a highly efficient Personal Assistant

If you thrive on working under pressure, demonstrating your exceptional organisation skills and possess keen attention to detail, the Executive PA Diploma is the ideal training option for you. You'll be able to take your existing personal skills and combine them with great practical business skills – making you an asset to any company.

With your diploma you'll have everything you need to work in the highly demanding and challenging role of Executive PA or Executive Assistant, using the latest software to plan schedules, taking minutes and having a great insight into how an organisation runs at a senior level.

The essential skills you need to get the job and succeed

As a highly regarded Executive PA, you'll act as a life-organiser to the senior management and company directors, anticipating their needs and ensuring everything runs smoothly and efficiently. So to help you stay one step ahead, our Executive PA Diploma has been designed to give you a broad range of skills to help you stand out and get the job. You'll learn up-to-date Microsoft Office applications, get familiar with the latest accountancy packages and learn or refine traditional secretarial skills including touch-typing and audio transcription. In addition, you can also choose from four elective subjects to complement your core skills in the areas of Shorthand, Marketing, Dreamweaver, PR and Book-keeping to name just a few.

What will you get in return?

A Pitman Training Diploma is one of the most prestigious courses you can take from one of the most highly regarded training organisations across the world. Businesses throughout the UK recognise the Pitman Training name as a sign that you have been trained to the very highest level. So with your Executive PA Diploma, you'll have world class skills to get a job as a highly valued, well paid Personal or Executive Assistant.



"I decided to do a Pitman Training course to gain solid, practical skills and to help myself stand out from the crowd when applying for jobs. It was a sound decision as I got a great job at a publishing company!"

Francesca, PA Editorial Assistant



Get the Pitman Advantage™

Core Courses

Typing

We offer a full range of typing courses whether you're a beginner or need to reach top speeds with maximum accuracy.

Typing Speed Development

Learning how to type fast is one thing. Learning to type faster whilst retaining accuracy is quite another! Our Typing Speed Development course will improve your typing speed and keep your accuracy up to scratch too - so you'll be more efficient and productive.

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.

Microsoft Word

Learn word processing skills to a good business standard, enabling you to create professional looking documents.

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 and be confident in this essential software.

Microsoft Excel Expert

Advanced spreadsheet skills, covering importing and exporting data, creating templates, linking workbooks, data tools, analysis and pivot tables.

Microsoft PowerPoint

Gain competency in creating slide presentations. Includes formatting, inserting tables, pictures, sound and hyperlinks; transition and timing effects.

Microsoft Access

Develop database skills from initial design stage. Covers the creation of tables, reports, queries and forms, relationships, wizards and more.

Microsoft Outlook

Learn how to share, manage and schedule information electronically. Covers the use of email, electronic calendar, scheduling meetings and appointments; creating and assigning tasks and creating address lists.

Audio Transcription*

Learn audio typing techniques to produce business documents to a high degree of accuracy and skill.

Event Management Essentials

Getting under the skin of events means they become easier to manage. Event organising is no walk in the park and there are many complexities that go into making an event a success. Learn some tricks of the trade and really get to grips with event project management to ensure your events are always ones people are talking about for all the right reasons.

Successful Meetings and Minutes

Gain the skills to ensure every meeting you attend is productive. Build your understanding on logistics, preparation, note-taking, agenda planning and how to clarify actions.

Elective Courses* (choose four)

Dreamweaver
or WordPress for
Business

Microsoft Publisher

Book-keeping Level 2 -
Module 1

Marketing Essentials

Get into PR

HR Essentials

Shorthand Speed

Development
or Shorthand Fast

Legal Text Processing

Health and Safety
Essentials

Executive PA seminar

Sage 50 Accounts

SpeedWriting

Medical Terminology

Shorthand Option

If you would like to include shorthand as a core course in your Executive PA Diploma, please let us know. We have a number of courses available designed to take you from beginner to expert writing 60-70 words per minute.



Guideline Learning Time

301 hours flexi study (without shorthand) or 12 weeks full-time**
361 hours flexi study (with shorthand) or 14 weeks full-time**

**Full-time is based on approx 20-30 hours a week

Other courses you may be interested in

The Executive PA Diploma includes an elective introduction to Legal Secretary and Book-keeping. If you'd like a diploma which gives you more specialist training in these areas, please talk to your Pitman Training Advisor.

Speak to one of our friendly course advisors today to discuss how you can get the skills for a rewarding job as an Executive PA.



Get the Pitman Advantage™

*Alternative choices are available. Please talk with your Course Advisor. Seminars are subject to availability at your local Pitman Training Centre.