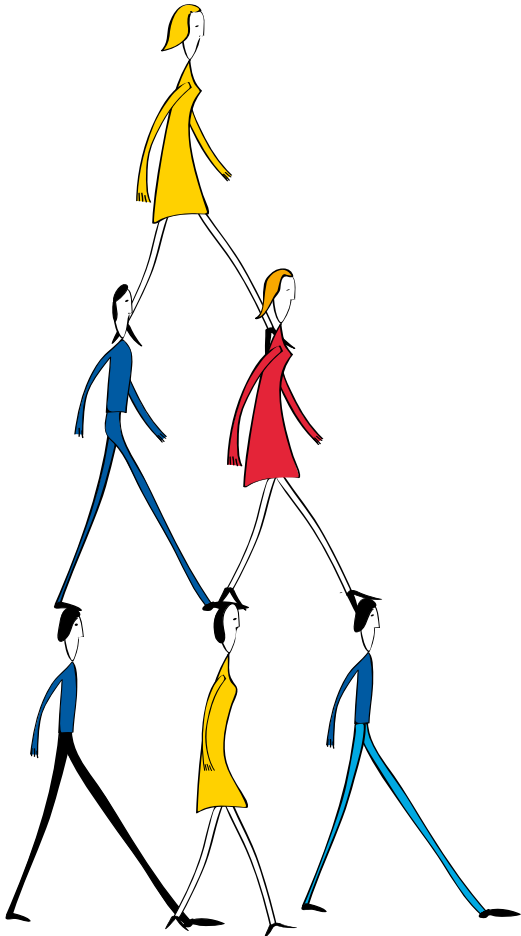


HR Assistant Diploma

Take your career to the next level
with people and IT skills



The essential skills you need to take on HR responsibilities

Within any organisation, it's the people who make the biggest difference to its overall success - especially if they feel motivated, highly valued and supported in their roles.

So it's of paramount importance that people wishing to have HR responsibilities are highly skilled. Our HR Assistant Diploma has been developed to give you the professional skills you need to get a job in any HR department or take on HR duties and succeed. You'll have a broad range of skills, including understanding the principles of HR, advanced IT skills and how to speak the language of business.

The freedom to take your career in any direction

HR can be very challenging, but also extremely rewarding. You'll have the job satisfaction of knowing that you're helping colleagues within your company enjoy a positive work experience. You'll be a trusted member of the team, using your discretion, diplomacy and proven skills to ensure both employee and employer needs are met. Your diploma will give you a great foundation to take your career in any direction - be it in a broad HR role or moving into the specialist areas of employment law, payroll or training and development. You'll learn excellent keyboard skills, how to produce business documentation, techniques for good recruitment and how to review application forms, combined with Microsoft Office skills.

What will you get in return?

A Pitman Training Diploma is one of the most prestigious courses you can complete 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 HR Assistant Diploma, you'll have world-class skills to get a job that involves HR.



"I thoroughly enjoyed my Diploma and loved my local training centre. My new skills enabled me to get out of factory work and find a fantastic new job as a Training Supervisor, which wouldn't have been possible without Pitman Training."

Lisa, Training Supervisor



Get the Pitman Advantage™

Core Courses

HR Essentials

HR Essentials is an entry-level HR training course. You will learn essential knowledge on areas such as recruiting new staff, employment contracts, salary processing and maternity rights. Through the use of a case-study, you'll gain an excellent understanding of the ins and outs of HR in a business.

Choose 3 from the following:

- The Legal Aspects of Interviewing
- Team Leadership
- Successful Hiring
- Mentoring
- Effective Performance Appraisals

Typing

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

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. This will enable you to create professional looking documents, produce tables, insert pictures and much more.

or 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.

or 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 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.

Get the Pitman Advantage™

This prestigious Pitman Training Diploma is highly regarded by employers throughout the UK and signifies that you have been trained to the highest level. With your HR Assistant Diploma you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

- Flexible training you can fit around work and family commitments
- Support whenever you need it from our friendly course advisors
- The widely respected Pitman Training name on your CV
- The skills in demand by employers
- Confidence that you're one step closer to your dream job, promotion or new career



To discuss your current skills and aspirations for the future, please speak to one of our friendly advisors.

They can also provide complete details on the full range of Diplomas and Courses in this area.



Guideline Learning Time

167 hours flexi study or 7 weeks full-time
(Full-time is based on approx 20-30 hours a week)



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