

# Office Manager Diploma

This diploma is designed to teach you the fundamental skills you will need to turn you into a highly valued and well-paid office manager who can confidently juggle different tasks.



Tel: 020 7256 6668



**The Pitman Training Office Manager Diploma is your route to gaining the skills and practical experience to become a respected Office Manager.**

## Gain the confidence and skills to manage a busy office

To be a highly efficient and trusted Office Manager, you'll need a broad range of skills across a wide range of disciplines. On one day you could be interviewing new members of staff, the next managing your office bookkeeping and payroll.

With the Office Manager Diploma you'll get all the essential skills you need to handle a diverse range of tasks. You'll learn everything from great IT and software skills right through to employee inductions and the leadership qualities needed to manage and engage with different teams within your organisation

Managing a busy office is a very demanding and challenging role. Our Office Manager Diploma is designed to teach you the fundamental skills you need to turn you into a highly valued and well-paid Office Manager who can confidently juggle different tasks.

You'll learn computer keyboard skills, how to speak the language of business, the total mastery of most common business software packages, principles of effective HR, bookkeeping and leadership attributes.

You'll also be able to choose from two elective subjects to complement your diploma, including numeric data entry, SpeedWriting, Sage 50 Accounts, Costing and Pricing and Payroll Principles to name just a few.

## 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 recognise the Pitman Training name as a sign that you have been trained to the very highest level. With your Office Manager Diploma, you'll have world-class skills to get a job as a highly valued, well paid Office Manager.

## Pre-Requisites

There are no specific pre-requisites required.

## Career Path

This career is great if you're aiming to become an Office Manager. From here you could look towards other managerial positions or take on some Facilities Management tasks for businesses with multiple business sites.



**CPD Points 215**

*(Awarded CPD points upon successful completion).*

## Core Courses

### Time Management

Time management training increases your productivity and efficiency - and this is the perfect time management course for anyone who wants to get more done in less time.

### Effective Business Communication

This excellent course will raise your game when it comes to business communication skills which is often top of the list of qualities demanded by employers.

### Bookkeeping Level 2 - Module 1

People with strong bookkeeping skills are always in demand. This course is designed to give you an advantage over others with less experience, teaching you double-entry bookkeeping.

### Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over 10 self-paced lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much much more.

### or Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet programme to an advanced level. Over a series of self-paced lessons you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

### Word

Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible.

### or Word Expert

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features.

### Successful Meetings and Minutes

Taking clear and accurate minutes is a core task for any office admin, secretarial or PA job. This course will teach you all of the

skills and techniques you need to take the stress out of minute taking.

### or Meetings and Minutes Seminar

This one-day tutor-led seminar is one of our most popular seminars ideal for anyone involved in organising meetings and taking notes at those meetings. You'll learn how to prepare ahead of the meeting, how to take effective minutes and work effectively post-meeting to maximise your effectiveness and help manage your time effectively.

### Outlook

This flexible study Outlook course takes you through everything you need to use this popular email system as a work tool, from navigation and views through contacts and appointments, to tasks and folders.

### PowerPoint

Our PowerPoint training course will help you get to grips with this comprehensive presentation software. Flexible to study, you can choose the version of Microsoft Office you wish to study on.

### HR Essentials

HR Essentials is an entry-level HR training course. You'll learn essential knowledge on area such as recruiting new staff, employment contracts, salary processing and maternity rights.

### Typaz

In just 25 hours speeds of 20-40+ words per minute are perfectly achievable, even if you have little prior experience. You'll also receive guidance on ergonomics, technique and accuracy.

### or Typaz Speed

If you want to build speed and accuracy then consider our Typaz Speed touch-typing course. Lasting 15 hours, the course will take you to speeds of 40-60 words per minute.

### Health and Safety Essentials

Unlike many other health and safety training courses this is a flexible study course so you have the freedom to study whenever suits you. The interactive e-learning system makes this an extremely simple and useful health and safety course.

## Elective courses (choose two)

- Costing and Pricing
- Understanding Business Accounts
- Speedwriting
- Different Leadership Attributes & Skills
- Sage 50 Payroll
- Event Management Essentials
- Sage 50 Accounts
- Payroll Principles
- Numeric Data Entry

(Alternative subjects may be chosen if more suitable to your existing skills and career.)

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

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### Guideline Learning Time

**215 hours flexi study or 9 weeks full-time**  
(Full-time based on approx 20-30 hours a week)