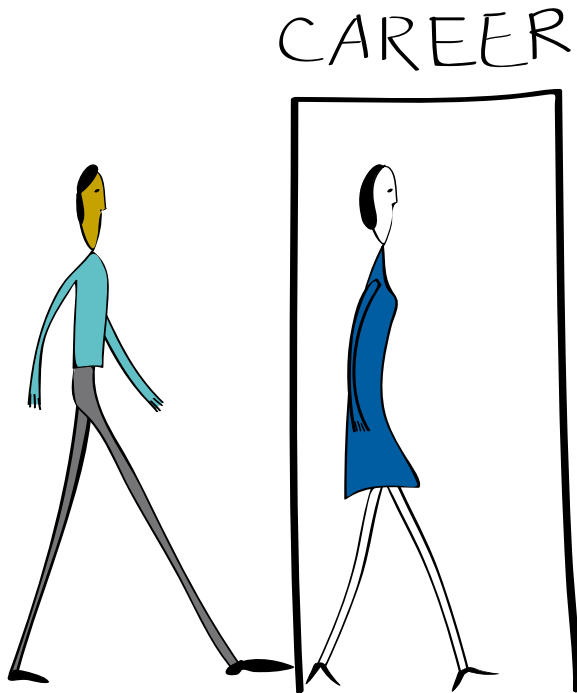


Office Manager Diploma

Your route to becoming a respected Office Manager



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 book-keeping 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.

Get a great job as an Office Manager

Managing a busy office is a very demanding and challenging role. So 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, book-keeping 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 throughout the UK recognise the Pitman Training name as a sign that you have been trained to the very highest level.

So with your Office Manager Diploma, you'll have world-class skills to get a job as a highly valued, well paid office manager.



"My original plan had been to change from being a carer into an office role. But whilst studying I realised I could do much more. When the chance came up to buy a small shop, I grabbed it. Now almost 3 years later I've expanded my business and also run an internet cafe. Pitman Training gave me the skills and confidence I needed."

Galina, Entrepreneur



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.

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.

Book-Keeping Level 2 - Module 1

Learn in demand skills including double entry system, VAT, sales ledger, invoicing and petty cash.

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 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.

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.

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; creating address lists.

Microsoft PowerPoint

Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound and hyperlinks; applying transition and timing effects.

Typing or Typing Speed Development

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

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. If you were designing perfect time management training courses, you'd end up with this one.

Health and Safety Essentials

Amongst the many health and safety training courses, this is the one which tells you all you need to know in just six hours. This is a flexible learning programme - unlike many other health and safety training courses - so you'll have the freedom to self-study whenever it suits you.

Elective Courses* (choose two)

Numeric Data Entry

Understanding Business Accounts

Different Leadership Attributes and Skills

Sage 50 Accounts

Sage 50 Payroll

Payroll Principles

SpeedWriting

Costing and Pricing

Event Management Essentials

Other courses you may be interested in

If you'd like to work as an Executive PA or EA please speak to your Pitman Training Advisor who will be able to recommend an alternative choice of diploma.

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 Office Manager Diploma you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

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

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

*Alternative choices are available. Please talk with your Course Advisor.



Get the Pitman Advantage™