Professional Executive PA with AAT Diploma

pitman™ training

Our PA training can open wide the door to a rewarding career as a Personal Assistant. From here you could progress to a more in-depth Executive Assistant (EA) role where you'll need more managerial level expertise.

Tel: 020 7256 6668

With the Professional Executive PA Diploma with AAT you'll learn how to stay one step ahead, anticipating needs and meeting the demands of this challenging, yet rewarding role.

If you have your sights set on becoming the right-hand person to a senior director or boss of one of the UK's top companies, this diploma is the right choice of training for you. You'll get all the essential skills required to be an indispensable PA or EA, delivering reports, figures, forecasts and reports to enable decision-making at the highest level, quickly and accurately.

Quite simply this is the most comprehensive Executive PA training available.

- Flexible training which fits around your commitments
- Support on hand from our friendly course advisors
- Get the skills in demand by employers

Aims and Objectives

If you're looking to advance your career towards a Senior Personal Assistant or Executive Assistant role, this is a great training option. Having a skillset which includes financial understanding and knowledge is essential if you want to fully support senior board members and management.

There is also a great opportunity to gain a prestigious AAT (The Association of Accounting Technician's) qualification for which you'll have full access to the AAT online resources.

Pre-Requisites

There are no specific pre-requisites required.

Career Path

Our PA training can open wide the door to a rewarding career as a PA, or you could progress to an Executive Assistant (EA) role where you'll need managerial level expertise. Alternatively, you could decide to be the master of your own career and use your skills to work as a Virtual Assistant (VA).

cpd Accredited CPD Course

CPD Points 530 - 570
(Awarded CPD points upon successful completion).

Core Courses

Typaz and Typaz Speed
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. Building your speed and accuracy, our Typaz Speed touch-typing course will take you to speeds of 40-60 words per minute.

or Typaz Professional
For those needing high proficiency at touch-typing and keyboard skills. The course lasts up to 40 hours and includes the alpha-numeric keys and high-end learning materials.

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.

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.

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.

Excel
Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over ten 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.

Excel Expert
This course will provide you with the knowledge and skills to use this popular programme to an advanced level. Choose to study 2013 or 2010 and 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.

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.

Access
An understanding of how to utilise Microsoft Access to it's best is a highly worthwhile skill to have at your command. This is a popular database application is widely used across many employment sectors.

Dreamweaver CC
Dreamweaver is a common program used in the Web Design industry. Through the study of this course you will build your knowledge and practical experience in the CC version of this renowned program.

or WordPress for Business
Our online WordPress for Business training course is specifically designed for those wishing to learn how to create a business-focused website. You'll learn about designing a site and how to physically create a website.

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.

Event Management Essentials
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.

Audio Transcription
Audio Transcription is a valuable skill to gain, with applications in many industry sectors. This course will help you learn how to operate audio transcribing equipment and become proficient in document transcription.

or Marketing Essentials
Over four lessons you'll cover topics such as understanding what a marketing plan is, how to carry out appropriate research, how websites are designed to market the company, effective advertising and the four P's of marketing products.

Bookkeeping Level 2 (Three Modules)
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.

Payroll Principles
Payroll Principles is a great short course that can be studied in just 4 hours. The course is designed to teach those new to payroll the theory behind the practicalities of running a business's company payroll.

Sage 50 Accounts
Convert your manual bookkeeping skills to computerised accounts using the most popular software.

Sage 50 Payroll
Convert your manual payroll skills to computerised payroll using the most popular program including statutory sick pay and statutory maternity pay.

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.

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.

Elements of Costing
Learn to understand an organisation's cost recording system, use it to record or extract data and use spreadsheets to convey information on actual and budgeted income and expenditure.

Work Effectively in Finance
Understand an organisation's accounting function, use numeracy and literacy communication skills to work independently or in a team, prioritise tasks, understand ethical issues, confidentiality and the benefits of sustainable values.

Shorthand (optional)
Gain a new skill by learning the theory of shorthand to give you a competitive edge by writing at speed.

Elective courses (choose four)

- Health and Safety Essentials
- Marketing Essentials
- Legal Text Processing
- Shorthand Fast
- Numeric Data Entry

- Introduction to Business Structure and Law
- Executive PA Seminar
- Medical Terminology
- Speedwriting

(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.

City of London: Salisbury House, London Wall, London, EC2
Oxford Circus: 50 Margaret Street, London, W1

Tel: 020 7256 6668   Web: www.pitmanlondon.co.uk

Guideline Learning Time
530-570 hours flexi study or 21-23 weeks full-time
(Full-time based on approx 20-30 hours a week)