

# Professional Executive PA Diploma

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 you'll learn how to stay one step ahead, anticipating needs and meeting the demands of this challenging, yet rewarding role.**

Businesses throughout the UK recognise the Pitman Training name as a sign that you have been trained to the very highest level. Our diplomas give students the confidence to know that you're one step closer to your dream job, promotion or new career.

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, the Professional Executive PA 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.

There is also an option to undertake some additional AAT training courses to gain a recognisable financial qualification.

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 (please note this will increase the guideline learning time).

## Pre-Requisites

There are no specific pre-requisites required to study this diploma.

## Career Path

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. Alternatively, you could decide to be the master of your own career and use your skills to work as a Virtual Assistant (VA) where you can dictate your own schedule and workload.



**CPD Points 410 - 420**

*(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. 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 its 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.

## Elective courses (choose four)

- **Marketing Essentials**
- **Medical Terminology**
- **Speedwriting**
- **Shorthand Fast**
- **Sage 50 Payroll**
- **Introduction to Business Structure and Law**
- **Legal Text Processing**
- **Sage 50 Accounts**
- **Health and Safety Essentials**
- **Numeric Data Entry**
- **Executive PA Seminar**

(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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**Tel: 020 7256 6668 Web: [www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)**

### 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 four hours. The course is designed to teach those new to payroll the theory behind the practicalities of running a business's company payroll.

### 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.

### Shorthand (optional)

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



### Guideline Learning Time

**410-420 hours flexi study or 16-17 weeks full-time**  
(Full-time based on approx 20-30 hours a week)