

Receptionist Diploma

People can underestimate the skills required to work as a receptionist. Often juggling numerous tasks at once; maintaining calm and control at all times is essential. This diploma will give you the skills employers want!



Tel: 020 7256 6668



Our Receptionist Diploma is designed to equip you with all the essential skills you'll need to be an integral member of any company in this crucial role.

Make a great impression and get the job

As a receptionist, you'll act as the face of your company. You'll be the first person that clients and customers meet, so the impression you make will speak volumes about the way your company does business. You'll learn great administration skills, excellent IT and keyboard skills and how to conduct yourself as a professional receptionist. In fact, with your completed diploma, you'll be able to effortlessly manage the most demanding tasks - making you a highly valued member of any business.

A receptionist in today's thriving business world is so much more than someone who answers the telephone. You'll be at the frontline of communications; ensuring information is provided in the right manner, as well as dealing with enquiries and requests from clients and colleagues even when you're busy with a range of tasks. The Receptionist Diploma will teach you superior keyboard skills, how to produce business documentation, great IT skills and how to speak the language of business. To complement your diploma, you'll also have the option to choose one elective subject, including keyboard speed development, good telephone techniques and audio transcription to name but 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. So, with your Receptionist Diploma, you'll have world-class skills to get a job as a highly valued, well paid receptionist.

Aims and Objectives

The Pitman Training Receptionist Diploma will teach you superior skills to ensure you are able to effortlessly manage the most demanding tasks - making you a highly valued member of any business. As a Receptionist you'll be at the frontline of communications; ensuring information is provided in the right manner, as well as dealing with enquiries and requests from clients and colleagues even when you're busy with a range of tasks.

Pre-Requisites

There are no pre-requisites required.

Career Path

After working in a Receptionist role with time and experience, and possibly further training, you could look towards jobs such as Senior Administrator, Personal Assistant (PA) or Office Manager as a route to progress your career.



CPD Points 100

(Awarded CPD points upon successful completion).

Core Courses

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.

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.

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.

Word

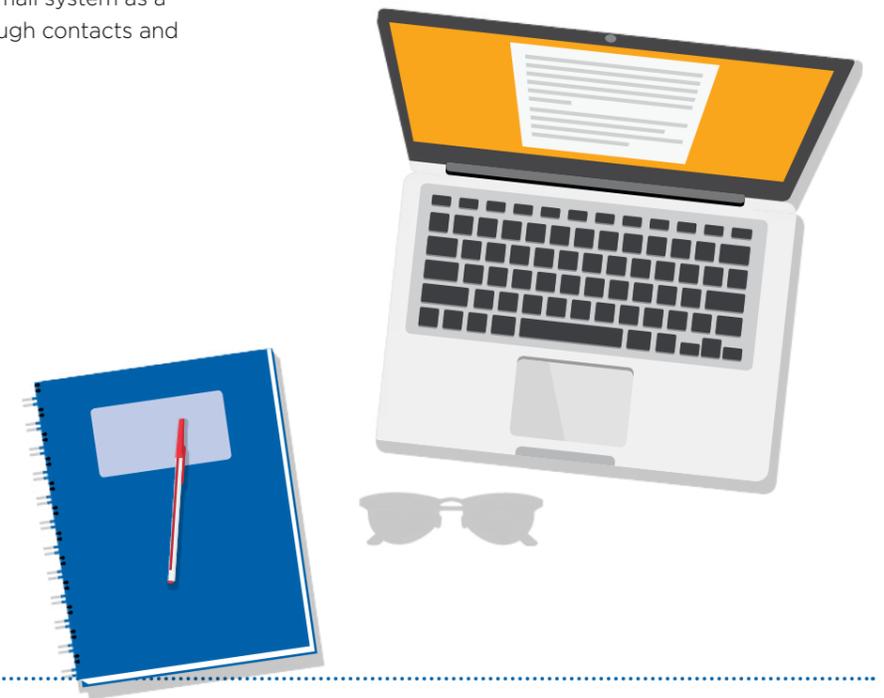
Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible.

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.

Professional Receptionist Seminar

This is a one-day seminar that takes an in-depth look at the vital role of the receptionist and the important contribution they make to the successful and effective running of any business. Speak to your nearest centre for details of the next seminar dates.



Elective courses (choose one)

- Audio Transcription
- Speedwriting
- Telephone Techniques - Seminar
- Excel
- PowerPoint
- Typaz Speed

(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

100 hours flexi study or 4 weeks full-time
(Full-time based on approx 20-30 hours a week)