

Secretarial Diploma

Get high level Executive Assistant and secretarial skills



The great skills needed for a rewarding secretarial or Executive Assistant job

Gone are the days when being a secretary meant simply taking care of the typing, filing and answering of phones. Today, a great secretary is central to the smooth running of any business, ensuring day to day activities happen in the most efficient manner. With our Secretarial Diploma you'll learn the essential skills to be a highly regarded secretary or executive assistant, working under pressure and prioritising workloads which allow executives and managers to work more effectively.

Essential secretarial skills that employers are looking for

As a secretary or executive assistant you'll require excellent skills in IT, organisation, good composure, flexibility, plus strong interpersonal and communication abilities. So the Secretarial Diploma is designed to develop your keyboard speeds, teach you how to master the most common business software packages, and give you excellent communication techniques which enable you to understand the language of business. You'll also be able to choose from a number of elective subjects to complement your diploma. Overall, the Secretarial Diploma is an excellent course as the opportunities for a highly qualified secretary are endless. The role of a secretary is absolutely pivotal to any organisation's success, with the skills you learn being transferable across many different industries.

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 Secretarial Diploma, you'll have world class skills to get a job as a highly valued, well paid secretary.



"I came to the UK and realised I needed new skills to start a new career, rather than continue to work as a waitress. I decided on the Secretarial Diploma and with the help of Pitman's CV service, I got an interview and then a great job with Southampton University."

Polly, Education Secretary



Get the Pitman Advantage™

Core Courses

Typing

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

Typing Speed Development

Learning how to type fast is one thing. Learning to type faster whilst retaining accuracy is quite another! Our Typing Speed Development course will improve typing speed and keep your accuracy up to scratch too - so you'll be more efficient and productive.

Effective Business Communication

Learn how to communicate effectively in business by letter, email, telephone and presentation. This will cover correct use of grammar, punctuation, principles of letter writing and CV writing.

or Business Document Production

Develop skills and understanding of routine and complex business documents and the conventions used in their production and presentation.

Audio Transcription*

Learn audio typing techniques to produce business documents to a high degree of accuracy and skill.

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.

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 PowerPoint

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

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 and creating address lists.

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.

Elective Courses* (choose two)

Microsoft Publisher

Microsoft Access

Microsoft Word Expert

Health & Safety Essentials

Book-keeping Level 2 - Module 1

SpeedWriting

Other courses you may be interested in

If you'd like to work in one of the specialist fields of medicine or law, please talk to your Pitman Training Course Advisor about our Medical Secretary Plus Diploma and Legal Secretarial 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 Secretarial Diploma you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

- Flexible training you can fit around work and family commitments
- Support whenever you need it from our friendly course advisors
- The widely respected Pitman Training name on your CV
- The skills in demand by employers
- Confidence that you're one step closer to your dream job, promotion or new career

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

192 hours flexi study or 8 weeks full-time
(Full-time is based on approx 20-30 hours a week)

*Alternative choices are available. Please talk with your Course Advisor. Seminars are subject to availability at your local Pitman Training Centre.



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