

# Pitman 2000 Refresher

**Objectives:** Renewed confidence in Pitman 2000 skills as a key element to a working role.

**Designed for:** Individuals who have trained previously on the Pitman 2000 system, and through a career break or a lack of use at work, feel their skills on this popular shorthand system need some revision.

**Prerequisites:** Familiarisation with the Pitman 2000 system.

## Course Content:

- Revision of the entire Pitman 2000 system in a concentrated manner
- Vocabulary extension and incorporated speed development
- A certificate can be issued on successful completion of the course

## Benefits:

- Revised core shorthand skills
- Preferential to training on completely new shorthand system
- A choice of training locations and times, and the flexibility and value of self-study training methods that allow for different learning speeds and styles
- A personalised work pack with hands on exercises, which complements the audio tapes, to provide step-by-step learning.

**Duration:** 30 hours

## What Next?

- Shorthand Speed Development
- Typaz
- Microsoft Word
- Microsoft Excel

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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