Office Manager Diploma

This diploma is designed to teach you the fundamental skills you will need to turn you into a highly valued and well-paid office manager who can confidently juggle different tasks.

PITMAN
TRAINING

The Pitman Training Office Manager Diploma is your route to gaining the skills and practical experience to become a respected Office Manager.

Gain the confidence and skills to manage a busy office

To be a highly efficient and trusted Office Manager, you'll need a broad range of skills across a wide range of disciplines. On one day you could be interviewing new members of staff, the next managing your office bookkeeping and payroll.

With the Office Manager Diploma you'll get all the essential skills you need to handle a diverse range of tasks. You'll learn everything from great IT and software skills right through to employee inductions and the leadership qualities needed to manage and engage with different teams within your organisation

Managing a busy office is a very demanding and challenging role. Our Office Manager Diploma is designed to teach you the fundamental skills you need to turn into a highly valued and well-paid Office Manager who can confidently juggle different tasks.

You'll learn computer keyboard skills, effective communication skills, the total mastery of most common business software packages, principles of effective HR, project management and leadership attributes.

You'll also be able to choose from two elective subjects to complement your diploma, including numeric data entry, SpeedWriting, Sage 50 Accounts, Costing and Pricing and Payroll Priniciples to name just 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. With your Office Manager Diploma, you'll have world-class skills to get a job as a highly valued, well paid Office Manager.

Pre-Requisites

There are no specific pre-requisites required.

Career Path

This career is great if you're aiming to become an Office Manager. From here you could look towards other managerial positions or take on some Facilities Management tasks for businesses with multiple business sites.

cpd Accredited Course

CPD Points 225

(Awarded CPD points upon successful completion).

Core Courses

Time Management
Time management training increases your productivity and efficiency - and this is the perfect time management course for anyone who wants to get more done in less time.

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.

Excel
Over 10 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.

or Excel Expert
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.

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.

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
In this one-day tutor-led seminar, 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.

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.

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.

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.

Health and Safety Essentials
Unlike many other health and safety training courses this is a flexible study course so you have the freedom to study whenever suits you. The interactive e-learning system makes this an extremely simple and useful health and safety course.

Understanding Business Accounts
This course is designed to help you understand balance sheets, profit and loss accounts including stock-taking, depreciation, capital and revenue expenditure. You will also learn about accruals and the role of capital and reserves.

Project Management Fundamentals
Split into four engaging parts, this course takes you through the full life cycle of a project in terms of defining what it is, planning every aspect, implementation, completion and evaluation of a project.

Social Media Strategy for Business
This course will help you formulate the right strategy for your business to effectively market to your target audience.

Different Leadership Attributes and Skills
This course is designed for those who need to gain an understanding of key leadership skills. Also it would be relevant for team leaders or experienced staff being given leadership or management responsibilities.

Elective courses (choose two)

- Payroll Principles
- Sage 50 Payroll
- Costing and Pricing
- Bookkeeping Transactions and Controls - Part 1
- Event Management Essentials
- Sage 50 Accounts
- Speedwriting
- Numeric Data Entry
- Typaz

(Alternative subjects may be chosen if more suitable to your existing skills and career.)

To discuss your current skills and aspirations call now:

020 7256 6668

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Guideline Learning Time
225 hours flexi study or 9 weeks full-time
(Full-time based on approx 20-30 hours a week)