

# Professional Development Diploma



This is an exciting diploma that could open up a world of opportunity for your career. It's our most flexible diploma being fully customisable. It puts the control in your hands, and allows you to tailor our CPD accredited, professional training, to match your exact requirements.



**If you know the subjects you want to study but haven't quite been able to find the perfect fit for you, this diploma will give you the control and flexibility you're looking for. You can select courses from across our range to build your own training programme and gain the specific skills you're after.**

## Create Your Own Learning Path

The courses don't have to be chosen from the same subject category so, you could be studying a social media course, then moving on to web design training, then bookkeeping, or whatever you need.

Alternatively, it may just be that you want to focus in one specialist area. Whatever works for you, this diploma can fit the bill. From the outset the team in your local Pitman Training centre will work with you to help build the perfect programme.

There is just one requirement for this diploma: the total learning hours for the programme as a whole must reach 100 hours as a minimum, which means you'll gain 100 CPD points for your learning record.

On successful completion of your training you'll receive a prestigious Pitman Training diploma certificate to validate your skills.

## Aims & Objectives

The main aim of this diploma is to offer you ultimate control and dictate the subjects you want to study to achieve your specific learning objectives, whilst still getting the benefits of professional, CPD accredited training.

## Courses Included

You work with our teams in your local centre to build the perfect diploma for you! The only requirement is the learning hours must reach a minimum of 100 hours in total.

## Career Path

The beauty of this diploma is that it can help lead you to a variety of careers. So, whether you are looking for a career change, want to set up your own business or have managerial aspirations, you can gain the skills to get the career you want.



**CPD Points 100**

*(Awarded CPD points upon successful completion).*

## Our Complete Course List

### Office and Secretarial

Audio Transcription (Level 1 & 2)  
Business Document Production  
ECDL Online  
Keyboard Speed Development  
Legal Audio Processing  
Legal Secretarial - Scots Law  
Legal Text Processing  
Medical Audio Transcription  
Medical Terminology  
Medical Word Processing  
Minute Taking Skills Online  
Numeric Data Entry  
Professional Receptionist Essentials  
Shorthand Fast  
Shorthand Faster  
Speedwriting  
Successful Meetings and Minutes  
Teeline Fast Shorthand  
Teeline Professional  
Typaz (Touch Typing Course)  
Typaz Speed  
Typaz Professional  
VA Essentials

### Sage, Accounting & Bookkeeping

Advanced Bookkeeping  
Bookkeeping Transactions and Controls (2 Parts)  
Costing and Pricing  
Elements of Costing  
Ethics for Accountants  
Final Accounts Preparation  
Indirect Tax  
Payroll Principles  
Principles, Standards and Conventions of Accounting  
Sage 50 Accounts  
Sage Payroll  
Understanding Business Accounts

### Career Development

Health and Safety Essentials  
Pitman English

Productivity Series  
Time Management

### Microsoft Office

Access  
Excel  
Excel Expert  
Office 2016 Fast  
Outlook  
PowerPoint  
Project  
Publisher  
Word  
Word Expert

### Business & Management

Communication Skills for IT Specialists  
Communications in an Organisation  
Different Leadership Attributes & Skills  
Effective Business Communication  
Effective Online Communication  
Handling Conflict and Confrontation  
HR Essentials  
Interpersonal Communications  
Introduction to Business Structure and Law  
Managing Internal & External Workplace Communications  
Motivation & Goal Setting  
Personalities, Profiles and Plans  
PRINCE2® Foundation  
PRINCE2® Practitioner  
Project Management Fundamentals  
Team Development

### Marketing

Blogging for Business  
Event Management Essentials  
Facebook for Business  
Google+ for Business  
Instagram for Business  
LinkedIn for Business  
LinkedIn for Jobseekers  
Marketing Essentials  
Marketing Mix  
Marketing Principles and Practices

Pinterest for Business  
Professional Certification in Digital Marketing  
Search Engine Optimisation (SEO) for Business  
Social Media Strategy for Business  
Twitter for Business  
Video for Business

### IT Technical

A+ Series 2016  
Advanced Security Practitioner (CASP)  
CompTIA Cloud Essentials  
CompTIA Cloud+  
Java Programming  
Learning Windows 10 (or Windows 7)  
MTA Database Administrator Fundamentals  
MTA Networking Fundamentals  
MTA Security Fundamentals  
MTA Server Administration Fundamentals  
Network+  
Routing and Switching Fundamentals Part One CCENT  
Routing and Switching Fundamentals Part Two ICND  
Security+  
Windows Server 2012 Administrator  
Windows Server 2012 - MCSA Series

### Web & Graphic Design

Animate CC  
CSS Essentials  
Dreamweaver CC  
Fireworks Fundamentals  
HTML Fundamentals  
HTML5 Fundamentals  
Illustrator CC  
InDesign CC  
Introduction to HTML  
JavaScript Essentials  
Photoshop CC  
Photoshop Elements 10  
Premiere Pro CC  
WordPress for Business

To discuss your current skills and aspirations call now:

**020 7256 6668**

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## Learning Time

**Learning hours must reach a minimum of 100 hours (or 4 weeks full-time) in total.**

*(Full-time based on approx 20-30 hours a week)*