

# Professional Executive PA with AAT Diploma



Our PA training can open the door to a rewarding career as a Personal Assistant. From here you could progress to a more in-depth Executive Assistant (EA) role where you'll need more managerial level expertise.

**With the Professional Executive PA Diploma with AAT you'll learn how to stay one step ahead, anticipating needs and meeting the demands of this challenging, yet rewarding role.**

If you have your sights set on becoming the right-hand person to a senior director or boss of one of the UK's top companies, this diploma is the right choice of training for you. You'll get all the essential skills required to be an indispensable PA or EA, delivering reports, figures, forecasts and reports to enable decision-making at the highest level, quickly and accurately.

Quite simply the most comprehensive Executive PA training available.

- **Flexible training which fits around your commitments**
- **Support on hand from our friendly course advisors**
- **Get the skills in demand by employers**

## Aims and Objectives

If you're looking to advance your career towards a Senior Personal Assistant or Executive Assistant role, this is a great training option. Having a skillset which includes financial understanding and knowledge is essential if you want to fully support senior board members and management.

## Core Courses

### Typaz and Typaz Speed

In just 25 hours, typing 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. Building your speed and accuracy, our Typaz Speed touch-typing course will take you to speeds of 40-60 words per minute.

### or Typaz Professional

For those needing high proficiency at touch-typing and keyboard skills. The course lasts up to 40 hours and includes the alpha-numeric keys and high-end learning materials.

### Effective Business Communication

This excellent course will raise your game when it comes to business communication skills, which are often top of the list of qualities demanded by employers.

### 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.

There is also a great opportunity to gain a prestigious AAT (The Association of Accounting Technician's) qualification meaning you'll have full access to the AAT online resources.

## Pre-Requisites

There are no specific pre-requisites required.

## Career Path

Our PA training can open wide the door to a rewarding career as a PA, or you could progress to an Executive Assistant (EA) role where you'll need managerial level expertise. Alternatively, you could decide to be the master of your own career and use your skills to work as a Virtual Assistant (VA).



**CPD Points 560**

*(Awarded CPD points upon successful completion).*

### 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.

### Excel

This course is suitable for beginner to intermediate level. Over ten 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.

### Excel Expert

This course will provide you with the knowledge and skills to use this popular programme to an advanced level. Choose to study 2013 or 2010 and 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.

### 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.

## 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.

## Audio Transcription

Audio Transcription is a valuable skill to gain, with applications in many industry sectors. This course will help you learn how to operate audio transcribing equipment and become proficient in document transcription.

## or Marketing Essentials

Over four lessons you'll cover topics such as understanding what a marketing plan is, how to carry out appropriate research, how websites are designed to market the company, effective advertising and the four P's of marketing products.

## Bookkeeping Transactions and Controls (2 Parts)

People with strong bookkeeping skills are always in demand. This course is designed to give you an advantage over others with less experience, teaching you double-entry bookkeeping.

## Payroll Principles

Payroll Principles is a great short course that can be studied in just 4 hours. The course is designed to teach those new to payroll the theory behind the practicalities of running a business's company payroll.

## Sage 50 Accounts

Convert your manual bookkeeping skills to computerised accounts using the most popular software.

## Sage Payroll

Convert your manual payroll skills to computerised payroll using the most popular program including statutory sick pay and statutory maternity pay.

## 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

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.

## 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.

## Elective courses (choose four)

- |                                       |                                      |   |
|---------------------------------------|--------------------------------------|---|
| • <b>Teeline Fast Shorthand</b>       | • <b>Legal Text Processing</b>       | • <b>Medical Terminology</b>                        |
| • <b>Health and Safety Essentials</b> | • <b>Numeric Data Entry</b>          | • <b>Wordpress for Business</b>                     |
| • <b>Marketing Essentials</b>         | • <b>Shorthand Fast</b>              | • <b>Access</b>                                     |
| • <b>Sage 50 Payroll</b>              | • <b>Event Management Essentials</b> | • <b>Introduction to Business Structure and Law</b> |
| • <b>Payroll Principles</b>           | • <b>Executive PA Seminar</b>        |   |

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

## Elements of Costing

Learn to understand an organisation's cost recording system, use it to record or extract data and use spreadsheets to convey information on actual and budgeted income and expenditure.

## Work Effectively in Finance

Understand an organisation's accounting function, use numeracy and literacy communication skills to work independently or in a team, prioritise tasks, understand ethical issues, confidentiality and the benefits of sustainable values.

## Managing Internal & External Workplace Communications

A broad-reaching course that is suitable for anyone who feels they need to improve their communication skills. Also great for those individuals being given, or looking for more responsibility.

## Different Leadership Attributes and Skills

If you are new to management, looking for promotion or to broaden your opportunities, this course will give you key insights into successful leadership and how to make the most of your own leadership attributes.

## LinkedIn for Business

This course is designed to bring you up to speed with using LinkedIn in a business environment. It guides you through how to get the most out of the platform, helping you to capitalise on the millions of contacts within arm's reach.

## Social Media Strategy for Business

Social media is a crucial business tool and powerful method of communication. This course will help you formulate the right strategy for your business to effectively market to your target audience.

## Facebook for Business

Learn how to use facebook to help promote and market your company. Looking at how businesses can maximise their social media presence, we look at the whole spectrum of opportunities that this social media platform offers a business.

## Twitter for Business

This is a short online course that takes you through the basics of how to get started on this popular social media platform enabling you to use effectively.

## 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.

To discuss your current skills and aspirations call now:

**020 7256 6668**

**www.pitmanlondon.co.uk**

**Salisbury House London Wall London EC2M 5QQ**



**Guideline Learning Time**

**560 hours flexi study or 22 weeks full-time**

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