

# Secretarial Diploma

This diploma will give you a great grounding in essential secretarial skills. The training is hands-on and practical, so you can be confident of being able to apply your new skills straightaway in the workplace.



**This diploma is ideal for those new to this profession or those who want to refresh their secretarial skills.**

## The great skills needed for a rewarding secretarial or administrative 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 Personal Assistant, working under pressure and prioritising workloads which allow executives and managers to work more effectively.

## Essential secretarial skills that employers are looking for.

If you're keen to gain a job working as a Secretary or Administrator you'll require excellent skills in IT, organisation, good composure, flexibility, plus strong interpersonal and communication abilities. This 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. 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 recognise the Pitman Training name as a sign that you have been trained to the very highest level. With your Secretarial Diploma, you'll have world class skills to get a job as a highly valued, well paid secretary.

## Aims and Objectives

The Pitman Training Secretarial Diploma is designed to teach you a core set of secretarial skills that employers look for in their support/administrative staff.

## Pre-Requisites

There are no formal pre-requisites required for this diploma.

## Career Path

As the name of this diploma suggests, with this certification on your CV you could look to work as a Secretary, Senior Administrator or Office Administrator-type role. From here you could enhance your career progression and aim for roles such as PA, EA, VA or Office Manager. Or, you could look to work in a more specialist field as a Medical Secretary or Legal Secretary for example.



**CPD Points 190**

*(Awarded CPD points upon successful completion).*

"Training with Pitman Training helped me a lot when looking and securing a job. The position I am in now did not ask for any Secretary qualification, however, without my training I would not have had the confidence when starting my new position."

**- Emma, Front of house receptionist**



## 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.

### 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.

### Excel

Microsoft Excel is the world's most popular spreadsheet program. 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.

### or Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet program to an advanced level. 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.

## Elective courses (choose two)

- Speedwriting
- Word Expert
- Access
- Health and Safety Essentials

(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**

[www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)

Salisbury House London Wall London EC2M 5QQ

### 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.

### 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

This one-day tutor-led seminar is one of our most popular seminars ideal for anyone involved in organising meetings and taking notes at those meetings. 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.

### 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.



### Guideline Learning Time

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