



INTRODUCTION TO SECRETARIAL CAREERS - CPD accredited

OBJECTIVE AND OVERVIEW

To provide a stepping stone to getting your first junior secretary role. It can also be a basis for students without office experience to enable them to embark on our [Secretary PA Course](#) or [Secretary PA Diploma](#).

This course provides students with a rounded introduction into office administration and secretarial work.

The CPD Standards Office
CPD PROVIDER: 21228
2015 - 2017
www.cpdstandards.com



BENEFITS

Provides a **sound set of basis level office skills**; builds **confidence**; enables **early entry to job market** through creating **job readiness**.

We offer all successful passes from this course a **£100 credit** towards more advanced Secretarial Training, PA Courses or other Souters' vocational courses.

CONTENT

- The structure of a Company
- Duties of a Secretary and the job role
- Health and Safety in the office
- Filing
- Emails and email management
- Briefing of Office, Secretarial and Admin function
- The purpose of the Office
- Structure of Departments and Organisational structures
- Mail management
- Stationery – Stock Control
- Telephone etiquette and procedure
- Client care skills
- Proof-reading
- CV and Career Advice
- Touch Typing
- Microsoft Word plus 1 other Microsoft Programme



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020 7248 8987

FORMAT AND OVERVIEW

There will be a two-day tutor led course segment followed by supervision and assistance over a one month period on flexi-time to suit your schedule.

Outcome

CPD Certification on successful completion after tests.

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WHAT DO I NEED TO JOIN, WHO IS THIS COURSE FOR?

The main requirement is a standard secondary education, common sense and the desire to get ahead. It is an introduction so there are no pre-requisites for experience.

'I am very happy with the course. It was a very good decision! I would recommend it to everyone'. She further added that she '...would like to do the next level'.

WHO IS IT FOR?

The course is ideal for people looking for a first job as a junior secretary or receptionist. It is ideally suited to school leavers, foreign workers looking to train for a first office job in the UK and people with experience in non-clerical work who want to get a new career.

DATES AND DURATION

Dates can be found on the schedules on this site [CLICK HERE](#). The MS Office and typing elements of the course can be started early, if requested. The course is structured to assist people who cannot attend full time over one month. We provide tutor-led classroom sessions for two days and thereafter you may attend on flexi-hours. Some training can be carried out at home online.

SOUTERS®

Business and Office Skills Training Specialists

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