

Part-Time London

Secretary PA	20-Jan	Saturdays (10:00 - 14:00)	5 Saturdays
Administration	24-Feb	Saturdays (10:00 - 14:00)	3 Saturdays
Office Manager	24-Feb	Saturdays (10:00 - 14:00)	5 Saturdays (3 day option ask centre)
Law courses	Flexi dates		

2018 early London

Module	Start Date	Times	Duration
SECRETARY PA, OFFICE MANAGER AND ADMINISTRATION COURSES			
Secretary PA	15-Jan	Mon - Fri (11:00 - 16:00)	1 week
	15-Jan	Mon - Wed (11:00 - 16:00)	3 days
	12-Feb	Mon - Fri (11:00 - 16:00)	1 week
	12-Feb	Mon - Wed (11:00 - 16:00)	3 days
Executive PA	22-Jan	Mon - Wed (10:30 - 17:00)	3 days
	19-Feb	Mon - Wed (10:30 - 17:00)	3 days
Administration	29-Jan	Mon - Wed (10:30 - 16:30)	3 days
	05-Mar	Mon - Wed (10:30 - 16:30)	3 days
Office Manager	29-Jan	Mon - Fri (10:30 - 16:30)	5 days
	05-Mar	Mon - Fri (10:30 - 16:30)	5 days
Legal Secretary Course-CPD accredited	26-Feb	Mon - Fri (11:00 - 16:00)	5 days
Intro to Secretarial Careers	15-Jan	Mon-Tues (11:00-16:00)	2 days + 28 days flexi
Minute Taking	01-Feb	Thurs (10:30 - 16:30)	1 day
Professional Receptionist	09-Feb	Fri (10:30 - 16:30)	1 day
Executive PA Advanced Personal Effectiveness	25-Jan	Thurs (10:30 to 16:30)	1 day
Executive PA Advanced Comm/Negotiation	26-Jan	Fri (10:30 to 16:30)	1 day
Project Management for PA's and OM's	05-Feb	Mon-Tues (10:30 to 16:30)	1 and 2 day versions
Social Media for PAs and Office Managers	16-Feb	Fri (10:30 to 16:00)	1 day
SUPPLEMENTARY SKILLS			
Business Writing	16-Jan	Tues (11:00 to 16:00)	1 day plus practice
Report Writing	15-Feb	Thurs (10:30 - 16:30)	1 day
Speedwriting	09-Feb	Fri (10:30 - 16:30)	1 day
Excel one day Proficiency Course	Call centre		1 day
Touch typing tutor led class	25-Jan	Thurs (10:30 to 16:30)	1 day intro+3 months
BOOKKEEPING AND FINANCE SKILLS			
Bookkeeping	26-Feb	Mon-Tues (10:30 - 16:30)	2 days
Finance for non financial managers	28-Feb	Weds-Thur (10:30 - 16:00)	2 Days
Budgeting	06-Mar	Tues (10:30 - 16:30)	1 day
Start your own business	07-Mar	Weds (10:30 to 16:00)	1 day
AAT Level 2 Bookkeeping	19-Feb	Mon-Fri (10:30 - 16:30)	5 days
AAT Level 2 Bookkeeping	24-Jan	Wednesdays (18:15-20:15)	8-10 weeks (Evening)
ICB Level 2 Bookkeeping	23-Jan	Tuesdays (18:15 - 20:15)	12 weeks (Evening)
SPECIALIST COURSES			
Virtual Assistant	07-Mar	Weds (10:30 to 16:00)	1 day
Intro to Human Resources Management	22-Feb	Thur (10:30 to 16:30)	1 day
HR Assistant	22-Feb	Thur-Fri (10:30 to 16:30)	2 days
Business English workshop	05-Feb	Mon-Tues (10:30 to 16:30)	2 days
Intro to Event Management	07-Feb	Weds (10:30 to 16:30)	1 day
Events Assistant	07-Feb	Weds-Thurs (10:30 to 16:30)	2 days
Medical Administrator/terminology	02-Mar	Fri (10:30 to 16:30)	1 day Terminology
Intro to Project Management	05-Feb	Mon (10:30 - 16:30)	1 day
Project Assistant	05-Feb	Mon-Tues (10:30 to 16:30)	2 day
Social Media	16-Feb	Fri (10:30 to 16:00)	1 day

FLEXIBLE Turn up and train

Module	Start Date	Times	Duration
Microsoft Office Training	Any Date	Flexible	3 months
AAT Lev 1 Computerised A/c	Any Date	Flexible	6 weeks
Typing Course or Audio Course	Any Date	Flexible	1 month
Bespoke Microsoft Office Training	Any Date	Flexible	Variable to suit learner
Beginner Office Skills	Any Date	Flexible	1 month

ANY FURTHER COURSE DATES CAN BE FOUND BY CONTACTING OUR OFFICE. FOR BESPOKE COURSES PLEASE CONTACT OUR OFFICE, DETAILS ABOVE.