

EXECUTIVE PA DIPLOMA

OBJECTIVE AND OVERVIEW

A Diploma packaged course for intending Executive PA's and Senior Secretaries.

It is also suited for those whom are experienced or well trained, and are looking to enhance on their existing skills, whilst at the same time, having the additional benefit of in-depth knowledge.

BENEFITS

- Tutor-led classroom based training with the added benefit of flexi-learning where appropriate.
- Provides essential skills and in-depth knowledge for this important job role, together with quality background training.
- Creates total job readiness.

CONTENT

The Diploma is a combination of our [Secretary/PA Diploma Package](#) and our unique [Executive PA Course](#) with the addition of advanced MS Office and typing skills training.

FORMAT AND OUTCOME

The main course elements are taught in house by experienced tutors.

MS Office and typing elements can be taught in house or online; you choose which best suits you. Training times for the latter are totally flexible.

The course is structured to provide students with a stimulating and effective mode of study under the guidance of qualified tutors.

Where students are unable to attend classroom based tuition, some training is available online.

Individual certificates and a Diploma are issued on successful completion.



Souters Training Centre
32 Ludgate Hill
London EC4M 7DR
T 020 7248 8987
F 020 7248 8850
E reg@souters.org

www.souterstraining.com

DATES AND DURATION

Course schedules and start dates are published online at www.souterstraining.com/Schedule/

You can choose from full-time or part time course elements. Typically the process will take two to three months full time or four to six months part-time.

MS Office or typing training elements may be started early to accelerate the students learning progress; just ask about this or call in.

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

This Diploma Package is aimed at ambitious people who are looking to break into the well paid and vibrant Executive PA workplace environment. You will need good Business English, written and spoken, a lot of common sense and self determination. Education to at least "A" level is ideal.

For course cost please see booking page for this Diploma at:

http://www.souterstraining.com/Executive_PA_Courses/Executive_PA_Diploma_Programme/