



# SOUTERS®

Business and Office Skills Training Specialists

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## EXECUTIVE PA DIPLOMA

### DESCRIPTION

This is a comprehensive Diploma Programme aimed at providing a broad range of all the necessary functional skills with the added elements of management technique for organisational effectiveness.

### COURSE FORMAT

This is a programme which combines highly interactive classroom sessions with state of the art IT and typing related training some of which can be accessed from the home or office.

For added effectiveness, Advanced Microsoft training is also incorporated into this Programme to enable students to progress swiftly onto more senior PA roles.

### COURSE CONTENT

This programme consists of an amalgamation of our courses. Detailed content information is available at individual links as available in the text below.

This programme encompasses the full range of underlying skills provided by our comprehensive [Secretary / PA Diploma](#), combined with the more advanced skills and essential management techniques offered in our [Executive PA course](#) plus advanced [Microsoft Office Training](#) and [Typing skills](#) and [Audio Training](#).



## TESTIMONIALS

Ali Wilde completed an Executive PA Diploma Programme; this is what she said about two of the courses:

*'PA/Secretary Course: I attended this course to refresh and enhance my PA skills. It was an intense week of classroom style learning, together with practical typing tasks. The tutor was competent and delivered the training extremely effectively. I will definitely be able to apply the skills I have learnt in my PA role.'*

*Executive PA Course: A brilliant course, which has inspired me to carry out my PA role with enthusiasm and confidence. Course content was excellent, covering many skills that any PA would be able to put into practice in an office environment. It was delivered by competent tutors in a classroom environment.'*

*"Fantastic! Makes you think and realise that you can do it! Learnt new processes and good knowledge. Now just need to put it into practice. Very good strategies! Thanks." - Kertreena Williams, P.A. BMW.*

## COURSE REQUIREMENTS

You need a good secondary education plus keyboard skills.

## SUITABLE FOR?

This full programme is suitable for a variety of people such as:

- People aspiring to progress to more senior PA or Executive Assistant roles
- People from other sectors looking for a career change
- Company employees looking for related training

