

PA COURSE 3 day

The CPD Standards Office

CPD PROVIDER: 21228
2015 - 2017
www.cpdstandards.com



OBJECTIVE AND OVERVIEW

To provide a sound knowledge base and practical ability to perform effectively as a PA.

The course is aimed at a range of PA skills, in order to gain job readiness and confidence to move directly into suitable PA roles.

A popular course scheduled over three time slots to allow all suitable students to attend and fit in other commitments as needed.

BENEFITS

Tutor led in-house training with expert PAs

Internationally recognised and CPD Accredited

High level of job readiness on completion

PA skills to progress in a successful PA Career

Assistance with CV Editing, job hunting

Confidence building through development of in-depth skills

Excellent value MS Office add-ons available

CONTENT

The key functions of a PA

- Key duties and skills of a PA
- Career development for a PA

Communication

- The importance of communication skills
- Telephone
- Client care and complaints

Professional Image and Confidence building

- Acting as a point of contact
- Get a "can do" mindset

Managing time – efficiency- optimise your performance

- Prioritisation
- Work planning
- Diary management with Outlook

Typing and audio-improve your speed and skills (two months are allowed on flexi time for this).

Technical PA Skills- to gain an edge in the job market

- Preparation and delivery of quality business documents
- Proofreading
- Filing system management
- Invoicing
- Petty Cash System

This course is **tutor led in a classroom environment** with an experienced PA trainer; related typing training can be undertaken on a flexible basis over a two month period before and/or after the course. PA jobs are people skills oriented roles, hence our **live** tutor led training gives Souters PAs the edge in the job market.

Outcome

A **CPD Certificate** is issued for the 3 day course

A **PA Diploma** is available as an extension/addition to the course

DATES AND DURATION

The course runs three business or three Saturdays (10:00 to 14:00). After the course we allow up to two months to complete typing training or longer if you elect additional training.

The course is suitable for:

You need a good secondary education plus basic keyboard skills; some office experience would be ideal. If you do not have this it may be that our introductory courses will help. You can gain advice on this from the centre.

This course is suitable for a variety of people such as:

- People from other sectors looking for a career change.
- Existing PA's looking to consolidate their skills and obtain certification.
- Company employees looking for consolidation training.
- Those looking to enhance their CV with an Accredited Qualification
- People looking to return to work and to build a skill base with certification.

