

PA / SECRETARY COURSE

Souters Training Centre
32 Ludgate Hill
London EC4M 7DR

T: 020 7248 8987
F: 020 7248 8850

info@souterstraining.com
www.souterstraining.com

OBJECTIVE AND OVERVIEW

To provide the student with a sound knowledge base and the real practical ability to perform effectively in a PA Role.

The course is aimed at full job readiness for course graduates to move directly into suitable PA roles.

This is a very popular course which runs over three time slots to allow all suitable students to attend and fit in other commitments as needed.

BENEFITS

- Tutor led in-house training that is delivered by an experienced PA
- Received a professional qualification from the CPD Standards Institute
- Internationally recognised accreditation
- Strong PA skills on completion of course
- Expert assistance with job hunting
- Confidence building through development of in-depth skills

CONTENT

- Job functions of a PA/Secretary
- Diary Management
- Business Letter Writing foundation
- CV Development
- Composing Faxes, Memorandums, & Emails
- Telephone skills
- Making Travel/Hotel Arrangements
- Filing Systems
- Time Management
- Invoicing/Petty Cash
- Client Care
- Complaint Handling
- Work Planning
- Document Presentation and Proofreading
- Confidence building
- Typing and audio skills to proficient level or further if you can already touch type

The CPD Standards Office

CPD PROVIDER: 21228
2017 - 2019
www.cpdstandards.com



FORMAT AND OVERVIEW

The main course is tutor led in a classroom environment. Typing training can be undertaken on a flexible basis over a two month period after the course.

The course has a related exam and a Diploma can be issued on a successful completion of the course and its exam plus passes at proficient level in two MS Office products. Our standard is Microsoft MOS so that the standard is high; if you need MS Office training it is suggested that students book as a package to include the MS Office training. <https://www.souterstraining.com/secretary-course/secretary-pa-diploma>

Outcome

Main Course exam success only will provide you with a CPD accredited certificate at Pass, Merit or Distinction.

Main Course exam + two MS Office products + Typing 40 wpm + Audio will provide you with a Diploma

DATES AND DURATION

The course runs over one full week, or five Saturdays (10:00 to 14:00). After the course we allow up to three months to complete up to three MS Office products and typing training or longer if you elect additional training.

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

You need a good secondary education plus keyboard skills and some office experience. If you do not have this it may be that the [Introduction to Secretarial careers](#) course will help. You can gain advice on this from the centre.

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

- Existing Secretaries or PA's looking to consolidate their skills and obtain CPD certification.
- People from other sectors looking for a career change.
- School leavers with good results and good IT and typing skills (NB. With lower levels [the Secretary Receptionist Foundation](#) course may be suitable).
- Company employees looking for consolidation training.
- Home workers looking to build a skill base.

