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EXECUTIVE ASSISTANT DIPLOMA

OBJECTIVE

To obtain a wide range of skills across the range of courses to in a combined package improving affordability. To enable the student to specialise in their main individual areas of interest and thereby give broader appeal to the CV.

BENEFITS

Combines the main skills of the highly recognised Executive PA/EA Diploma with individual specialised/advanced units. This enables delegates to gain specialist skills that will enable them to progress their careers to higher levels and gain an advantage relative to their peers.

DATES AND DURATION

The Diploma contains options which can be selected from many training modules. You can either opt to commence the Diploma with the entry level module, the Secretary PA Course, or on a flexible basis with the online training modules. Most people will allocate four to six months to complete the Diploma. We do have intensive study options for those who wish to complete faster.

COURSE FORMAT

Our classroom courses are taught by **experienced and skilled tutors**. Training is delivered in interactive, practical format, enabling learners to transfer their learnings back to the workplace. Courses have very high level of testimonials from past delegates and many prestigious employers have chosen to train their staff using this Diploma.

IT and typing modules can be made available online with a virtual tutor.

The CPD Standards Office

CPD PROVIDER: 21228
2017 - 2019

www.cpdstandards.com





WHAT IS INCLUDED IN THE DIPLOMA?

The programme is a complete and comprehensive range of training for ambitious delegates. It includes ensures that learners develop the full range of skills needed to be an Executive Assistant in a modern organisation. The Diploma enables you to develop a personalised mix of skills to give you the edge that is needed in the competitive job market and ensure that you are able to pursue a career in the type of role and industry that you desire.

The Executive Assistant Diploma includes these components:

- **Secretary / PA Course**
 - Classroom course that covers the core skills required to work as a PA. These are fundamental skills that must be possessed by an Executive Assistant. They set the foundations to develop into an Executive Assistant. If you are an experienced PA or Executive PA and you feel that you possess these skills already, a credit for this module can be attained on an assessment only basis. See details of the RPL Assessment below, if this applies to you.



WHAT IS INCLUDED IN THE DIPLOMA?

- **Executive PA Course**
 - Covers the advanced skills required to function effectively at the executive level. This will broaden the business and managerial skill set in order to meet the requirements of an Executive PA. Classroom based training with experienced Executive PA trainer.
- **Advanced Level Microsoft Office Diploma for a PA**
 - Online training module delivered by our Microsoft Certified Academy. The training system uses a virtual tutor to deliver this training course. This is interactive instruction with extensive practical exercises. Those who already possess advanced skills can request a recognition of prior learning assessment.
- **Typing skills and Audio Training (if needed)**
- **Three Advanced and Specialised Business Skills Courses**
 - You can then choose from three of our business or advanced training courses that are delivered in a classroom by experienced trainers. You can see the various modules on the next page.

The mix of training ensures that you are able to develop the administration, business, IT and managerial skills that are required to succeed at the highest levels in Executive Assistant Roles.



ADVANCED AND SPECIALIST BUSINESS SKILLS MODULES

WHAT IS INCLUDED IN THE DIPLOMA?

Specialist Administration Group

- **Report Writing Workshop**
 - A valuable skill to develop and particularly relevant to Executive Assistants working in certain industries.
- **Minute Taking Workshop**
 - This is skill that is often developed in PA Job, but many PA Jobs do not have this requirement. As an Executive Assistant you must ensure that you are confident in this area, in particular if called to take high profile board minutes.

Project and Events Group

- **Events Management Course**
 - Event Management Training is required for many Executive Assistant roles. Many EAs organise events for their organisation and this courses provides a qualification in the field, skills to coordinate an event in a control and risk managed manner and confidence to take on larger events.
- **Project Management for PAs (one day)**
 - Project Management is a common and popular path for Executive Assistants. This course specially designed to assist Executive Assistants in utilising their transferable skills to move into Projects and gain knowledge in areas of Project Management that is commonly developed as an EA.



ADVANCED
AND
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BUSINESS
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Finance and Bookkeeping Group

- **Bookkeeping**
 - This is taught by Chartered Accountants in order to develop a sound knowledge of Bookkeeping and Accounting to cover any Financial functions that come in up in your role.
- **Finance Skills for a PA**
 - Executive Assistant can develop sound knowledge of high-level Finance using this course. It will assist you in attending high level business meeting, where financial matters are discussed. This delivers valuable knowledge of financial terminologies and an understanding of their significance.

Soft Skills Group

- **Executive PA Advanced Performance - Personal Effectiveness**
 - This is a masterclass in Effective Performance for an Executive Assistant. This will enable you to hone your managerial soft skills to function effectively and influence effectively in executive circles.
- **Executive PA Advanced Performance - Communications and Negotiation**
 - This is a masterclass in Effective Performance for an Executive Assistant. This will enable you to hone your managerial soft skills to function effectively and influence effectively in executive circles.

ADVANCED
AND
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Marketing, HR and VA Group

- **Introduction to Human Resources**
 - Human Resources is a key area for many Executive Assistants. Assisting your manager in Recruitment and Selection Process, HR Compliance, Training and Development function, Inductions and many others. All of these are HR functions and consolidating your practical experience on the job with a formal HR qualification will open many options for an Executive Assistant.
- **Introduction to Marketing**
 - Marketing is an interesting area that is becoming an area of opportunity for an Executive Assistant. Here you can gain a clear understanding of the topic and confidence to work in the field.
- **Social Media Course**
 - This job can be done effectively and is an opportunity to overachieve, if it is approached from the perspective of a professional Marketing / Communications function, rather than Administration. This course is delivered by an expert in the field. It will EAs to develop and executive a clearly Social Media Marketing Campaign.
- **Virtual Assistant**
 - For future career options, some EAs have taken this module to open up the possibility of becoming their own boss.
- **Business English workshop**
 - For international delegates, this workshop has assist in gaining confidence in the realm of Business English.

EXECUTIVE ASSISTANT DIPLOMA – KEY INFORMATION

ENTRY REQUIREMENTS

The Diploma starts at the Secretary PA Course Level and advances to more advanced levels. This enables learner with varying experience to take this program.

The course can be taken by ambitious PAs, Executive PAs and Executive Assistants who are looking to advance their careers, who are looking for an accredited professional qualification. However, the Diploma is also taken by people looking to make career changes very successfully.

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DIPLOMA EXPENSES

Total expenses to complete Diploma is £2,699. All fees and assessments are included in this cost.

LOCATION

Training is available at our London, Manchester and Amsterdam training centres.

EXPERIENCED LEARNERS

Experienced learners, who believe they possess the core PA skills covered in the Secretary PA Course can pass this module, through completing an assessment. This will reduce training expenses. Ask our training centre for details.

ACCREDITATION

The Executive Assistant Diploma is accredited by the CPD Standards. This is a professional training body that accredits professional training for many industries, including lawyers, doctors, solicitors and now Executive Assistants.

CONTACT

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