

SPECIALIST EXECUTIVE PA DIPLOMA

OBJECTIVE

To offer the opportunity to add additional specialist courses to the Executive PA Diploma Programme in a combined package improving affordability. To enable the student to specialise in their main individual areas of interest.

BENEFITS

Combines the main skills of the highly recognised Executive PA 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

You would select then start with the Secretary PA Course with the most convenient start date for you. Thereafter you can selectively choose the course dates that suit you on an ongoing basis until your programme is complete.

Most people will allocate four to six months to achieve this. Your college attendance in person is only required on the actual running dates of your selected course units. The MS Office and typing units can be studied online, if preferred.

COURSE FORMAT

Our courses are taught by **live tutors**. Training is delivered in interactive, practical format. IT and typing modules can be made available online with a virtual tutor. Most live course end with an "on the job" simulation in assessment format, thus delivering the maximum training potential.

ENTRY REQUIREMENTS

This course covers a broad range of training from the general duties of a PA so that most people with at least a good secondary education and a good working ability in English will suit this programme.



CALL US TODAY!
020 7248 8987

WHAT DOES THIS PROGRAMME INCLUDE?

The programme is a complete and comprehensive range of training for the serious student. It includes the main Executive PA Diploma which itself is a combination of individual courses and programmes as follows:

- Secretary / PA Diploma
- Executive PA course plus
- Advanced Microsoft Office Training , Typing skills and Audio Training.

You can then choose from three of our following specialised training courses as follows:

Specialist Administration Courses

- Report Writing Workshop
- Minute Taking Workshop

Project and Events

- Events Management Training Course
- Project Management for PA's (one day)

Finance and Bookkeeping

- Book-keeping
- Finance for non-finance professionals (one day)

Soft Skills

- Executive PA Advanced Performance - Personal Effectiveness
- Executive PA Advanced Performance - Communications and Negotiation

Marketing, HR and VA Courses

- Human Resources Foundation
- Social Media Course
- Virtual Assistant
- Business English workshop