

# Executive Assistant Diploma

PITMAN  
TRAINING

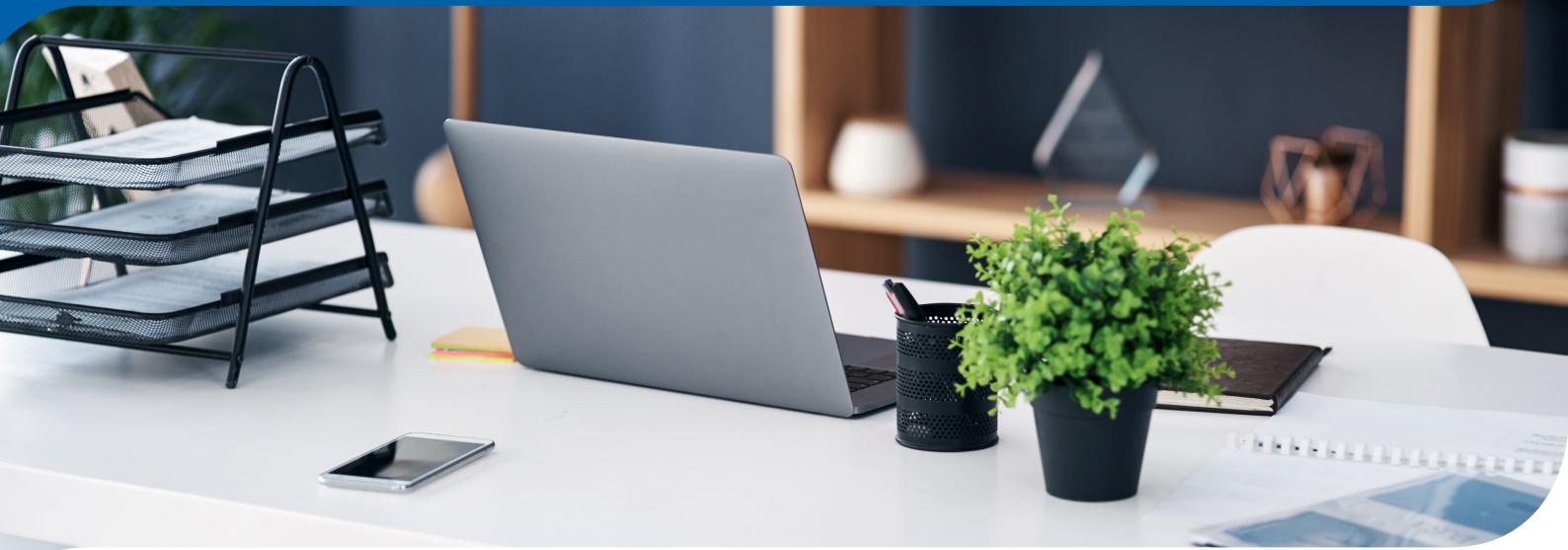
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**Enjoy a rewarding career as a successful Executive Assistant (EA). Upon successful completion of the diploma, you will have the skills to be a highly valued and well-paid EA.**

## Get a job as a highly effective Executive Assistant (EA)

If you thrive under pressure, demonstrate exceptional organisational skills, and possess keen attention to detail, our Executive Assistant Diploma is the ideal training option for you. You'll be able to take your existing personal skills and combine them with in-demand, practical business skills, making you an asset to any company.

With your new diploma, you'll have everything you need to work in the highly demanding and challenging role of Executive Assistant, using the latest software to plan schedules, take minutes, and gain insights into how an organisation runs at a senior executive level.

## The essential skills you need to get the job and succeed

As a highly regarded EA, you'll act as a key player to the C-Suite, anticipating the needs of the top executives and ensuring everything runs smoothly and efficiently. To help you stay one step ahead, our Executive Assistant Diploma has been designed to give you a broad range of skills to help you stand out and get the job.

You'll learn essential Microsoft Office applications and up-to-date software tools. In addition, you can choose from eight elective subjects to complement your core skills in areas such as time management, social media, and Microsoft's OneDrive to name just a few.

## What will you get in return?

A Pitman Training diploma is one of the most prestigious training programmes you can complete from one of the most highly regarded training organisations in the world. With your Executive Assistant Diploma, you'll have world-class skills to get a job as a highly valued, well-paid Personal or Executive Assistant.

## Aims and Objectives

To help you stay one step ahead, our Executive Assistant Diploma has been designed to give you a broad range of up-to-the-minute skills to help you stand out and get an EA job. As a highly regarded EA, you'll act as a key player to senior management and company directors, anticipating their needs and ensuring everything runs smoothly.

## Pre-Requisites

You don't need to have gained any specific experience or qualifications before starting this programme.

## Career Path

An ideal diploma for anyone wanting to work as an EA, you will learn a broad range of subjects and be well equipped to work as a key player in any organisation supporting the senior management team.



**CPD Points 260**

*(Awarded CPD points upon successful completion)*

# Core Courses

## Typaz

Learn to touch-type at speeds of up to 40+ words per minute, even if you have little to no prior experience. You'll receive guidance on ergonomics, technique, and accuracy.

## Word

The aim of the course is for you to learn the core features and functions of the Microsoft Word application, so you will be effective in creating, formatting, and editing documents.

## Or Word Expert

This course is for those who are proficient with the basic and intermediate concepts and features of Word and wish to increase their productivity and enhance their documents using Word's advanced features.

## Excel

In this Microsoft Excel course, you'll learn how to format your spreadsheet to best display your data, handle simple and complex formulas, insert charts, learn how to insert functions, and much more.

## Or Excel Expert

You will learn advanced-level features of Microsoft Excel, such as macros, PivotTables, PivotCharts, and data analysis tools to help you make data-driven decisions.

## PowerPoint

The course is designed for those who wish to learn how to use the world's most popular presentation software. You will learn the key concepts and techniques necessary to work with PowerPoint's most used functions and features.

## Outlook

Our Outlook course takes you through everything you need to use this popular email system as a work tool, from navigation and views through contacts and appointments, to tasks and folders.

## Teams

You will learn how to use the core features of Microsoft Teams to set up and start meetings, send messages, collaborate on documents, and more.

## SharePoint

In this course, you will learn how to use the core features of Microsoft SharePoint to store, organise, share, and access information from any device.

## Successful Meetings and Minutes

Taking clear and accurate minutes is a core task for anyone in an admin role. This course will teach you all of the skills and techniques you need to take the stress out of minute-taking.

## Executive Assistant

The Executive Assistant course provides a complete insight into how the EA role works and how to become the very best senior-level EA.

The course covers everything from an introduction to the role, to learning about time management, effective communication, business travel, and much more.

## ELECTIVE COURSES (choose 8)

- [Effective Business Communication](#)
- [Event Management Essentials](#)
- [Instagram for Business](#)
- [LinkedIn for Business](#)
- [Working Remotely](#)
- [PC Essentials](#)
- [VA Essentials](#)
- [Google Docs](#)
- [OneDrive](#)
- [Project+](#)
- [Zoom](#)
- [Leadership Skills](#)
- [Time Management](#)
- [Audio Transcription](#)
- [Health and Safety Essentials](#)
- [Social Media Strategy for Business](#)
- [Introduction to the Fashion Industry](#)

Alternative subjects may be chosen if more suitable to your existing skills and career goals.



### Guideline Learning Time

260 hours flexi study or 10 weeks full-time

(Full-time based on approx. 20-30 hours a week)

# Transforming Careers, Changing Lives.

Pitman Training diplomas are widely recognised by employers and a signal to recruiters that you have been trained to the highest level.

With your Pitman Training diploma you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

- **Flexible training you can fit around work and family commitments**
- **Support whenever you need it from our friendly Learning Coaches**
- **The widely respected Pitman Training name on your CV**
- **The skills in demand by employers**
- **Confidence that you're one step closer to your dream job, promotion or new career**



**PITMAN**  
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Building careers  
for over 180 years

