

Make an impression on your career
with a Pitman Training

Receptionist Diploma

Designed for: Individuals who wish to gain a range of essential office and computer skills to be able to fulfil the receptionist role - an integral role within a business operation.

Objectives: To provide you with the essential skills including call-handling, keyboard and administrative skills to work successfully within this demanding role.

Core Subjects:

Computer Keyboard Skills
Business Document Production
(OCR qualification)
Communication at Work
Microsoft Word
Microsoft Outlook
Professional Receptionist—Seminar

Guideline Learning Time:

4 weeks full-time*
(110 hours flexi study)
** based on 20-30 hours a week*



Recommended Electives – choose ONE:

Keyboard Speed Development
Microsoft Excel
Audio Transcription
Go....Make A Difference
Health & Safety Essentials
Telephone Techniques Seminar

"I really like working with people in an office environment and with my previous experience of temporary receptionist jobs, I thought it might be a good career for me. Whilst I was completing my Receptionist Diploma, Pitman Training gave me the confidence to get that fantastic receptionist job I have always wanted!"



www.pitman-training.com

For more information or to arrange an appointment with your local centre, please call: **0800 220 454** or visit: **www.pitman-training.com**