



Boost your career prospects with a Pitman Training

Receptionist Diploma Programme

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
Communication At Work
Microsoft Word Beginners/Intermediate
Microsoft Outlook
Seminar - The Professional Receptionist

Recommended Electives - Choose One:

Computer Keyboard Skills
Keyboard Speed Development
Microsoft Excel Beginners/Intermediate

Guideline Learning Time:

You can complete this programme in as little as 4 weeks or take up to 1 year, full-time, part-time, evenings or Saturdays.

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. Pitman Training gave me the confidence to get that fantastic receptionist job I was looking for.



For more information or to arrange an appointment with a Course Advisor, please call **020 7025 4700** or visit www.holborntesting.co.uk