

# Office Manager Diploma



This diploma is designed to teach you the fundamental skills you need to become a highly valued and well-paid office manager who can confidently juggle a variety of responsibilities.

**The Pitman Training Office Manager diploma is your route to gaining the skills and practical experience to become a respected Office Manager.**

## **Gain the confidence and skills to manage a busy office**

To be a highly efficient and trusted Office Manager, you'll need a broad range of skills across a wide range of disciplines. On one day, you could be interviewing new members of staff, the next, managing your office bookkeeping and payroll.

With the Office Manager diploma, you'll develop the skills you need to handle a diverse range of responsibilities. You'll learn everything from essential software skills right through to employee inductions and the leadership qualities needed to manage and engage with different teams in your organisation.

Managing a busy office is a demanding and challenging role. Our Office Manager diploma is designed to teach you the skills you need to become a highly valued and well-paid Office Manager who can confidently juggle a variety of tasks and responsibilities.

You'll learn computer keyboarding skills, effective communication skills, the most widely used business software packages, principles of effective HR, project management, and leadership attributes.

You'll also be able to choose from two elective subjects to complement your diploma, including numeric data entry, SpeedWriting, Sage 50 Accounts, Costing and Pricing, and Payroll Principles to name just a few.

## **What will you get in return?**

Upon successful completion of the programme, you will receive the widely recognised and respected Pitman Training diploma.

Businesses recognise the Pitman Training name as a sign that you have been trained to the very highest level. With your Office Manager Diploma, you'll have world-class skills to get a job as a highly valued, well-paid Office Manager.

## **PRE-REQUISITES**

There are no pre-requisites required for this diploma.

## **CAREER PATH**

This diploma is ideal if you're aiming to become an Office Manager. From there, you could look towards other managerial positions or take on some Facilities Management tasks for businesses with multiple business sites.

## **CORE COURSES**

### **Time Management**

Time management training increases your productivity and efficiency. This is the ideal time management course for anyone who wants to get more done in less time. Learn about setting goals, sharpening your focus to stay on track, and maximising your productivity.

### **Effective Business Communication**

This excellent course will raise your game when it comes to business communication skills which are often top of the list of qualities demanded by employers.

### **Microsoft Excel**

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. You'll learn how to format your spreadsheets to best display your data, handle simple and complex formulas, insert charts, learn how to insert functions, such as IFERROR, and much more.

### Or Excel Expert

This course will provide you with the knowledge and skills to use this popular spreadsheet program to an advanced level. You'll learn how to perform such tasks as conditional formatting, recording and running macros, pivot tables, and using statistical functions.

### Microsoft Word

This course is designed to provide you with the essential skills you need to be proficient with this most widely used of word-processing applications in as short a time as possible.

### Or Word Expert

This course will propel your word-processing skills forward to an advanced level. Over several modules, you'll become confident in a range of Word's more sophisticated features.

### Successful Meetings and Minutes

Taking clear and accurate minutes is a core task for any office admin, secretarial, or PA job. This course will teach you the skills and techniques you need to take the stress out of minute taking.

### Or Meetings and Minutes Seminar

In this one-day, tutor-led seminar, you'll learn how to prepare ahead of the meeting, how to take effective minutes, and work effectively post-meeting to maximise your effectiveness and help manage your time effectively.

### Microsoft Outlook

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

### Microsoft PowerPoint

PowerPoint is a powerful business tool used to deliver professional presentations. You'll learn how to create engaging and dynamic presentations and how to rehearse, record, and prepare your presentations for delivery.

### HR Essentials

If you're seeking work as an HR Assistant or in a broader role that includes HR functions. You'll learn skills in areas, such as recruiting new staff, employment contracts, salary processing, and maternity rights.

### Health and Safety Essentials

Designed for anyone wishing to learn health and safety essentials, fire safety, correct handling techniques, and workstation safety.

To discuss your current skills and aspirations call now:

**+ 965 22408069**

: or visit

[www.pitman-training.com.kw](http://www.pitman-training.com.kw)

### Understanding Business Accounts

This course is designed to help you understand balance sheets and profit and loss accounts, including stock-taking, depreciation, capital, and revenue expenditure. You'll also learn about accruals and the role of capital and reserves.

### Leadership Skills

If you are new to management, looking for promotion or to broaden your opportunities, this course will give you key insights into successful leadership and how to influence others through positive leadership, developing emotional intelligence, leading through inspiration, and much more.

### Project+

Learn how to manage a variety of project types with varying degrees of complexity. Project+ offers a rich training experience as it covers essential project management concepts beyond the scope of a single methodology or framework. Learn about project planning documents, resource and risk planning, controlling the project schedule, and more.

### Social Media Strategy for Business

This course will help you formulate the right strategy for your business to effectively market to your target audience.

### ELECTIVE COURSES (choose two)

- Payroll Principles
- Sage Business Cloud Payroll
- Costing and Pricing
- Bookkeeping Transactions & Controls - Part 1
- Event Management Essentials
- Sage 50 Accounts
- Speedwriting
- Numeric Data Entry
- Typaz
- PC Essentials

*(Alternative subjects may be chosen if more suitable to your skills and career goals.)*



**CPD Points: 225**

*Awarded CPD points upon successful completion.*



### Guideline Learning Time

**225 hours flexi study or 9 weeks full-time**

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