Professional Development Diploma

This is an exciting diploma that could open up a world of opportunity for your career. It's our most flexible diploma being fully customisable. It puts the control in your hands, and allows you to tailor our CPD accredited, professional training, to match your exact requirements.

If you know the subjects you want to study but haven't quite been able to find the perfect fit for you, this diploma will give you the control and flexibility you're looking for. You can select courses from across our range to build your own training programme and gain the specific skills you're after.

Create Your Own Learning Path

The courses don't have to be chosen from the same subject category so, you could be studying a social media course, then moving on to web design training, then bookkeeping, or whatever you need.

Alternatively, it may just be that you want to focus in one specialist area. Whatever works for you, this diploma can fit the bill. From the outset the team in your local Pitman Training centre will work with you to help build the perfect programme.

There is just one requirement for this diploma: the total learning hours for the programme as a whole must reach 100 hours as a minimum, which means you'll gain 100 CPD points for your learning record.

On successful completion of your training you'll receive a prestigious Pitman Training diploma certificate to validate your skills.

AIMS & OBJECTIVES

The main aim of this diploma is to offer you ultimate control and dictate the subjects you want to study to achieve your specific learning objectives, whilst still getting the benefits of professional, CPD accredited training.

COURSES INCLUDED

You work with our teams in your local centre to build the perfect diploma for you! The only requirement is the learning hours must reach a minimum of 100 hours in total.

CAREER PATH

The beauty of this diploma is that it can help lead you to a variety of careers. So, whether you are looking for a career change, want to set up your own business or have managerial aspirations, you can gain the skills to get the career you want.

OUR COMPLETE COURSE LIST

Office and Secretarial

Audio Transcription (Level 1 & 2)
ECDL Online
Legal Audio Processing
Legal Secretarial - Scots Law
Legal Text Processing
Medical Audio Transcription
Medical Terminology
Medical Word Processing
Minute Taking Skills Online
Numeric Data Entry
Professional Receptionist Essentials
Shorthand Fast
Shorthand Faster
Speedwriting
Successful Meetings and Minutes
Teeline Fast Shorthand
Teeline Professional
Typaz (Touch Typing Course)
Typaz Speed
Typaz Professional
VA Essentials

Sage, Accounting & Bookkeeping

Advanced Bookkeeping
Bookkeeping Transactions and Controls (2 Parts)
Costing and Pricing
Elements of Costing
Ethics for Accountants

Final Accounts Preparation
Indirect Tax
Payroll Principles
Principles, Standards and Conventions of Accounting
Sage 50 Accounts
Sage Payroll
Understanding Business Accounts

Career Development
Health and Safety Essentials
Pitman English
Time Management

Microsoft Office
Access
Excel
Excel Expert
Outlook
PowerPoint
Word
Word Expert

Business & Management
Communication Skills for IT Specialists
Communications in an Organisation
Different Leadership Attributes & Skills
Effective Business Communication
Effective Online Communication
Handling Conflict and Confrontation
HR Essentials
Interpersonal Communications
Introduction to Business Structure and Law
Managing Internal & External Workplace Communications
Personalities, Profiles and Plans
PRINCE2® Foundation
PRINCE2® Practitioner
Project Management Fundamentals
Team Development

Marketing
Blogging for Business
Certified Digital Marketing Professional
Event Management Essentials
Facebook for Business
Instagram for Business
Introduction to Google Website Tools
LinkedIn for Business

LinkedIn for Jobseekers
Marketing Essentials
Marketing Mix
Marketing Principles and Practices
Pinterest for Business
Search Engine Optimisation (SEO) for Business
Social Media Strategy for Business
Twitter for Business
Video for Business

IT Technical
A+
Advanced Security Practitioner (CASP)
CCNA
CompTIA Cloud Essentials
CompTIA Cloud+
MTA Database Administrator Fundamentals
MTA Networking Fundamentals
MTA Security Fundamentals
MTA Server Administration Fundamentals
Network+
Security+
Windows Server 2012 Administrator
Windows Server 2012 - MCSA Series

Web & Graphic Design
After Effects
Animate CC
CSS Essentials
Dreamweaver CC
HTML5 Fundamentals
Illustrator CC
InDesign CC
Introduction to HTML
JavaScript Essentials
Photoshop CC
Premiere Pro CC
WordPress for Business

CPD Points: 100
(Awarded CPD points upon successful completion).

To discuss your current skills and aspirations call now:

+ 965 22408069

: or visit
www.pitman-training.com.kw

Guideline Learning Time
Learning hours must reach a minimum of 100 hours (or 4 weeks full-time) in total.