



Pitman Training

SERVICE UPDATE



- ▶ MS Office 2007/2010 - Transition without tears
- ▶ Stop Muddling Through Microsoft!
- ▶ Touch Typing - BIGGEST time saver ever
- ▶ Why Choose Pitman Training?
- ▶ More Skills for Proactive Performance
- ▶ Outplacement and Jobs @ Risk

www.pitmanlondon.co.uk

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▶ Microsoft Office – Transition without Tears

Office 2007 and 2010 have a different style and feel to previous versions and is now much funkier and fun. There are lots of wonderful new powerful time-saving features, new look screens, different interfaces and navigation paths which enable you to turn out better-looking documents much quicker.

The upgrade to MS Office 2010 is happening faster than the upgrade to any previous version. When you change, do it with the minimum of downtime. The options below help your people get to grips with the new features FAST!



▶ Fast Track Training for MS Office 2007 & 2010

▶ Office FAST - Part 1: Word, Excel and PowerPoint

▶ Office FAST - Part 2: Outlook, Access and Publisher

Six hour self paced programme, 2 hours per module. Courses start daily at City & Oxford Circus venues. Flexible learning with individual training support, from one delegate or tutor-supported corporate groups.

▶ Office POWER+

Word, Excel, PowerPoint and Outlook. One-and-a-half-hour bytes on each topic for tutor-led corporate groups, run as half-day or 1-day courses. Held at our London City venue or inhouse. Designed for mega-busy teams. Mix and match topics for your specific groups and why not support your transition with some floor-walking help on launch week.

▶ Stop Muddling Through Microsoft!

Fewer people but more work means every minute counts. Upgrading skills helps to maximise output, turn out great work and beat deadlines – maintaining morale and avoiding stress.

Everyone benefits – PAs and Administrators can be more effective using Outlook for document management, tasks and appointments while saving time by improving their Word skills. The Finance team will get to the finer points of Excel through an Excel Level 2 course. The Sales and Marketing team will benefit from PowerPoint to get away from death by PowerPoint to 'knock 'em dead' stunning presentation deliveries. Courses on all Microsoft applications start daily on our fully supported self-paced and flexible learning programmes.



▶ Touch Typing – BIGGEST Time Saver Ever

Do you have people using their keyboard two hours per day and typing at 15-20 wpm? Doubling their speed will save them one hour per day, over 6 weeks a year per person! Much less stress, more achieved and Health & Safety satisfied! There are several ways to learn.

▶ Type in 2 Days – Accelerated Tutor-led

This is a unique intensive experience – blitz the problem in 2 days on our open course or run one for your corporate group. Specialist tutors ensure the ability to touch type at the end. If you are frustrated with two-fingered typing, and need an immediate fix, this works.

▶ Keyboard Skills Online

Difficult to release people from the office? Our web-based computer keyboard course with a unique login, password and your course book can be accessed anytime, anywhere! Spend 20 hours and you should reach over 25 wpm accurately without looking at the keys. Each course has 3 month's access and with a corporate group you, or we, can monitor progress.

▶ Why Choose Pitman Training?

No one has helped more people gain office and IT skills than Pitman Training. But what really matters is how well we do it – 100% of corporate delegates in the last 6 months have rated their Pitman Training IT experience as Good or Excellent – and we work with some of the world's most prestigious organisations. Some of the main reasons you should choose Pitman Training are:

- Learning Style:** Adult learning at its best, interactive, hands-on, engaging and jargon-free.
- Time Efficient:** A range of bite-sized one-and-a-half hour modules, half or full days.
- Accessibility:** Convenient locations in London near Bank or Oxford Circus, alternatively bring us in-house or to a venue near you.
- Customised:** Tried and tested, off-the-shelf modules or tailored exactly to fit your need.
- Credibility:** Trusted for generations, past National Training Award and Institute of IT Training Learning Centre of the Year winners, we are also ISO and Matrix accredited which could be why we continue to work with some of the world's top companies.
- Budget:** It doesn't cost an arm and a leg and the results give you a fantastic return.

▶ More Skills for Proactive Performance

The more talented your people, the better your performance under pressure so invest a little, gain a lot.

ECDL QUALIFICATIONS - European Computer Driving Licence

ECDL: Courses and exams which are ideal to achieve a consistent basic standard of computing skills.

AECDL: Explore the next level of ECDL

MOS QUALIFICATIONS - Microsoft Office Specialist:

Need to boost your talent pool? Consider selecting your most enthusiastic IT users and sponsoring them through their MOS qualification – Master or Instructor level. They are then empowered to give excellent support to others, handle trouble shooting and more complicated pieces of work.

SHORTHAND...still famous after all this time.

We thought it worth a mention as we do masses of training for journalists and PAs and have various ways to learn, starting today or joining a more structured tutor-led class.

BOOK-KEEPING & ACCOUNTS

Manual book-keeping and payroll courses and popular Sage courses start daily.

▶ Outplacement and Jobs @ Risk Programmes

Restructuring and want to support people through redundancy and jobs at risk?

Give them practical skills and a huge confidence boost for their CV. We have a positive package that doesn't cost the earth and that really makes a difference, covering:

> Skills and Personal Review > Writing A Winning CV > Success At Interviews > Job Search.

The course is about 10 hours, can be done on-site or off and is supported by tutor-led group sessions or 1-2-1 coaching. It is a stressful time so additional post course support by telephone or email, consultation with Recruitment Consultants and key skills training are all available.

▶ A Recruitment Service that Stands Out from the Crowd - Love & Tate plc

No, don't turn over we could save you time, money and lots of hassle because at Love & Tate we:

> Listen hard to understand your brief > Find the best talent > Keep shortlists short!

> Work 24/7 so you don't have to > Know our stuff in all aspects of recruiting

Love & Tate also works with Pitman Training to offer you trained people for work placements, temporary or permanent jobs - sometimes absolutely FREE. Check us out at www.loveandtate.co.uk

City of London
020 7256 6668

www.pitmanlondon.co.uk

Oxford Circus
020 7580 1651

COURSE LISTING 2012

A summary of our most popular courses. Can't see what you're looking for? ...please ask!

KEYBOARD & TYPING

Audio Transcription
Touch Typing
Keyboard Speed Development
Numeric Data Entry

COMPUTER GENERAL

PC Basics
Windows XP

MICROSOFT OFFICE 2003 - 2007 - 2010

Microsoft Access
Microsoft Word
Mail Merge
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
Microsoft Publisher
Office 2007 - 2010 ...fast

BOOK-KEEPING (MANUAL)

Basic Book-keeping level 1 & 2
Purchase Ledger
Sales Ledger
Final Accounts 1
Final Accounts 2
Practical Payroll

ACCOUNTING (COMPUTERISED)

Sage Line 50
Sage Payroll

CAREER TRANSITION JOBS @ RISK

Go ...Make a Difference
Go ...Get a Job

WEB DESIGN

Dreamweaver
HTML
Internet Skills

SHORTHAND

Teeline for Beginners
Teeline & Pitman Refresher
Speed Development

SPECIALIST BUSINESS SKILLS

Business Document Production
Effective Business Communication
Get into ... Marketing, Personnel,
PR or Journalism
Intro to Business Structure & Law
Understanding Business Accounts

INSTITUTE of LEGAL EXECUTIVES (ILEX)

ILEX Certificate - Level II
ILEX Diploma - Level III

MEDICAL TRAINING

AMSPAR exams
Medical Audio Transcription
Medical Secretary Introduction

LEGAL TRAINING

Legal Secretary Intro
Company Law
Civil Litigation
Conveyancing
Criminal Law
Family Law
Will & Probate

MEDICAL TRAINING

AMSPAR exams
Medical Audio Transcription
Medical Secretary Introduction

CERTIFICATION - Exams

(MOS) Microsoft Office Specialist
(ECDL) European Computer Driving
Licence
(IAB) International Association of
Book-keepers
(AMSPAR) Association of Medical
Secretaries, Practice Managers,
Administrators and Receptionists
(ILEX) Level II Certificate
(ILEX) Level III Diploma

MANAGEMENT

BTEC Award in Management Professional
BTEC Certificate in Management Professional
BTEC Diploma in Management Professional

PERSONAL DEVELOPMENT

SEMINARS (1 day unless stated)

Executive PA - Developing your Role
From PA to Executive PA - 2 days
Minute Taking
Telephone Techniques
Speedwriting - half day
Type in Two Days - 2 days
Teeline for Beginners
- Tutor Led 15 weeks
- Mon & Weds 18:00 - 19:30

INSTRUCTOR LED IT: MS 2003, 2007 & 2010

1 day courses in Microsoft Office
applications: Word, Excel, Outlook
PowerPoint, Access, Project

*There are different levels for all
courses. It is recommended that
all delegates complete a training
needs analysis so the right level
can be ascertained*

PITMAN DIPLOMAS

Business IT with Web or HR or PR
Business IT with Marketing
Executive PA
Executive PA Plus
Fast Track Microsoft Skills
Foundation in Finance
Accounting Technician
Introduction to Office Skills
Legal Secretary
Medical Secretary
Microsoft Office Plus
Receptionist
Secretarial
Introduction to Management
Introduction to Business
Admin Assistant
Essential Business
Essential Payroll

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