

EXECUTIVE PA PROGRAMME



87%

of Quest students secured employment
within 8 weeks of graduating in 2017

The Executive PA Programme is the ideal choice for ambitious individuals who would like to work in a **supportive role for a Partner, Chairman, Director or CEO** at some of the UK's most prestigious companies.

The content of this dynamic course reflects the nature of current PA roles, where employers require multi-talented individuals who have the practical skills to be able to work efficiently and progress quickly.

A varied timetable including guest speakers, visits to companies, networking events and ongoing personal and professional development will **equip you with the transferable skills, knowledge, confidence and career direction you need to become a successful PA.**

To find out more about this training programme, please call
020 7233 5957



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Entry Requirements: A Level

Course Duration: 24 weeks

COURSE CONTENT

- Audio Typing
- Business Finance
- Business Law
- Career Development
- Current Affairs
- Diary Management
- Introduction to Events Management
- Introduction to Human Resources
- Introduction to Marketing
- Introduction to Social & Digital Media
- Introduction to Web IT
- Leadership & Management
- Managing Meetings
- MBTI Type Indicators



- MS Office: Word, PowerPoint, Excel, Outlook, Access
- Office Skills
- Presentation Training & Corporate Image
- Problem Solving
- Shorthand
- Touch Typing

Course content is regularly reviewed in line with current job market requirements, so may be subject to change