

PROFESSIONAL DIPLOMA PROGRAMME



87%

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

The Professional Diploma Programme is a very popular choice for those wishing to **stand out from the crowd and embark on an exciting career in a commercial or corporate environment.** It is particularly recommended for those who may not yet have decided which career path they wish to take and would like to keep their options open.

Through a thorough and varied full-time schedule, our trainers, mentors and careers advisors help to make the world of work, business and career progression accessible to you and help **fast track your entry into the workplace.**

Talks from industry experts, careers fairs, networking events and trips to external companies all provide a thorough insight into the numerous career paths and employment opportunities available to you upon graduating from Quest Professional.

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



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London SW1W 0BD
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Entry Requirements: A Level

Course Duration: 36 weeks

COURSE CONTENT

- Active Entrepreneurialism
- Assessment Days
- Business Finance
- Business Correspondence
- Business Law
- Business Plans
- Business Travel & Diary Management
- Career Development
- Current Affairs
- Events Management
- Innovation
- Introduction to Social & Digital Media
- Introduction to Web Design
- Leadership & Management



- Managing Meetings
- Marketing
- MBTI Type Indicators
- MS Office: Word, PowerPoint, Excel, Outlook, Access
- Presentation Training & Corporate Image
- Sales & Negotiations
- Shorthand

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