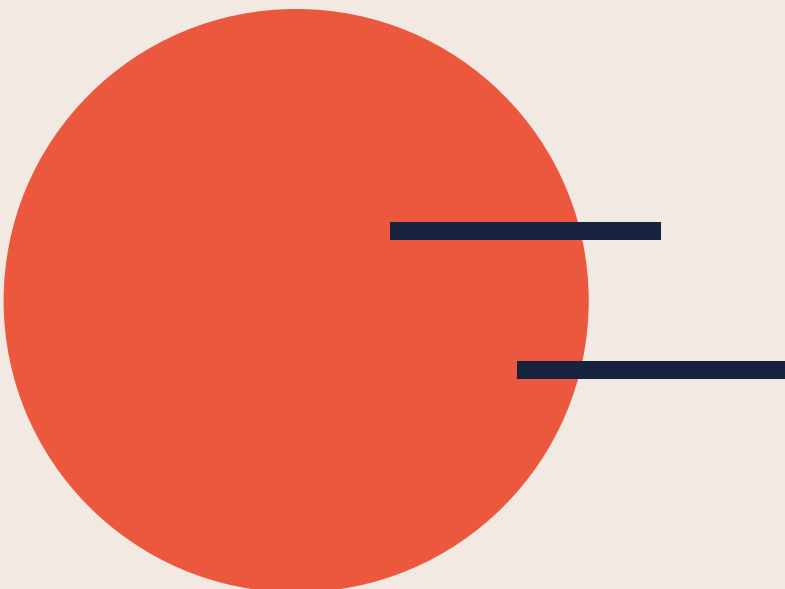




COURSES A-Z

Every course we do listed in a handy alphabetical guide so you can decide which is best for you.



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Courses A-Z

Course Title	Level	Duration	Rate (excl VAT)*
Award in Professional PA and Administrative Skills	Level 3 qualification	6-8 days (to be determined), spread over a 6-12 month period	£3,500
Business Support Manager	Level 5	2 days	£1,400
Business Writing	Level 3	2 days	£995
Certificate in Office and Administrative Management	Level 4 qualification	6-8 days (to be determined), spread over a 6-12 month period	£4,500
Commercial and Business Awareness	Level 4	2 days	£995
Diploma in Business and Administrative Management	Level 5	30 days (to be determined), spread over a 24+ month period	£5,500
EA Manifesto: Bootcamp	Level 4	3 days	£2,000
Effective Office Management	Level 4	2 days	£995
Executive Assistant Diploma	Level 3 and Level 4 qualification	14-16 days (to be determined), spread over a 6-12 month period	£5,500
Executive Presence and Partnering for EAs	Level 3	2 days	£950
Finance for EAs	Level 3	2 days	£995
Get Ahead as an Executive PA	Level 3	2 days	£1,265 Manchester £1,695 London
Governance	Level 4	1 day	£750
Human Resources	Level 3	2 days	£995
Management Skills	Level 4	2 days	£995
Managing Your Workload	Level 3	2 days	£995
Minute-Taking	Level 3	1 day	£550
New Executive Assistant	Level 4	1 day	£660
Project Management	Level 3	1 day	£550
Role of the Executive Assistant	Level 3 and Level 4	2 days	£995
The Strategic Executive Assistant	Level 4	2 days	£1,725 Manchester £1,899 London

*Discounts are available for multiple bookings, students who are self-funding and for public sector/third sector organisations.

*VAT is applicable at 20%.

Prices updated as of 25th July 2023

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Contact us for more details
on any of the courses listed.

We'd be happy to provide
a course outline for more
information.

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