

TESTIMONIAL WRITTEN FOR DELTIC TRAINING WEBSITE
Amanda Jeffery: PA to Institute Director, Business Manager and Business
Development Manager, University of Leeds
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I was initially referred to **Deltic Training** in June 2012 by the Institute of Administrative Management (IAM) when I expressed my interest in undertaking study for the **IAM Level 4 Diploma in Business and Administrative Management**. Working full time, I was keen to undertake study via distance learning however whatever study I embarked on simply had to work around my already demanding (PA) post!

Mark Northway of Deltic was quick to provide me with full information and enrolment documentation for the qualification; and signing up to study via Deltic thereafter was seamless.

Studying via distance learning is not for everyone! It requires dedication, a commitment to motivate oneself, and the tenacity to commit time to your studies to complete and submit assignments within the given timescales. I am proud that I have completed my Diploma within two years and Deltic training has been there to provide support and encouragement every step of the way. Building the rapport with Mark Northway and engaging with him to draw on his extensive knowledge and skill set has been invaluable in helping me to understand the many and varied complexities and intricacies of the administrative management function.

I found the L4 Diploma particularly useful as it helped me expand my day-to-day understanding of how the administrative function supports my organisation, providing me with the knowledge, understanding and skills to proactively develop and grow within my own role. A subject area that is of great interest to me meant the course held my interest and was enjoyable and rewarding, and the administrative management aspect was invaluable to me as my own role developed to incorporate line management responsibilities, helping me to fully understand how the administrative function of my role dovetails into - and is influenced by - the management functions within and across the organisation.

I have the utmost respect and gratitude to Mark for his time and input over the last two years – studying truly has been a pleasure and I would not hesitate to recommend Deltic to anyone who wishes to undertake a distance learning course.

As I now await my final results, I feel confident that the feedback and support provided by Deltic has enabled me to submit work I can truly be proud of, and that I now work smarter and with a greater understanding of the organisation and my pivotal role within it!