

# PA's of EXCELLENCE

Training and Development  
for 21st Century PAs

*Specialising in training and development of 21<sup>st</sup> Century PAs*  
[www.globalpanetwork.com](http://www.globalpanetwork.com)

## **‘Raising Your Game Through Performance Masterclass’**

**Thursday 5<sup>th</sup> March 2009, Birmingham**  
**0930 - 1630**

**Venue: MWB Business Exchange, 43 Temple Row, Birmingham B2**

Commence 2009 with motivation and enthusiasm, develop your management skills, understand your personal branding and offer your boss even more support at this challenging time. You will go away with new tips, ideas and actions to put in place that will increase the value of your contribution within the workplace.

Due to popular demand we are extending into early 2009 our Masterclass ‘**Raising Your Game Through Performance**’. This Masterclass will take place on Thursday 5<sup>th</sup> February 2009 in central Birmingham. The Masterclass will be hosted by Rosemary Paur, coach, trainer and public speaker who is the founder of the Global PA Network & PAs of Excellence Ltd.

### **‘What are the Skills required to move from Personal Assistant to Executive Assistant?’**

Research has shown that more PAs than ever are taking on managerial responsibility in their role e.g. sitting on committees, taking minutes, managing other PAs and Secretaries, event organising, HR duties etc. The morning session will focus on developing your **management skills** and through exercises and brainstorming work with the group we will define a blueprint of **skills** that a 21c PA now requires to do her job effectively. These skills will help you **manage difficult situations with confidence, communicate effectively** and help you **handle issues at work** with tact and discretion.

What are your strengths and weaknesses? In this session we will work with you on your own personal **SWOT** analysis. From this you will create your own **goals** and create a **personal action plan** to take away.

### **‘Your Personal Brand and its impact in the workplace’**

The afternoon session will focus on the importance of your personal brand and its impact in the workplace. Through practical exercises you will discover more about your personal image and how the way you communicate affects your work and personal relationships. Awareness of the impact of your first impression can assist you in creating a positive synergy in the workplace and with customers and clients.

This Masterclass will develop the understanding which will enable you to refine your brand so that you:

- **“Look Your Brand”**
- **“Sound Your Brand”**
- **“Be Your Brand”**
- **“Live Your Brand”**

The session will embrace 360° feedback. You will find it a challenging and inspiring experience.

By the end of this **Masterclass** you will be equipped with tools that will increase your value in the workplace, boost your confidence and self esteem and increase your managerial capabilities.

The Masterclass will be followed a week later by an audio call to delegates to embed the learning from the day.

### **Regional Masterclass Cost: £395**

*[discount for 2 or more delegates from one organisation and for not for profit organisations]*

**Payment terms:** All payments to be received prior to the event to guarantee a delegate place. Payment can be made through the [www.globalpanetwork.com](http://www.globalpanetwork.com) via Paypal or invoice to PAs of Excellence Ltd or via BACS transfer.

**Contact:** Claire at: [enquiries@globalpanetwork.com](mailto:enquiries@globalpanetwork.com) or call 07759 927257/0845 257 4804

For further information on Masterclasses, 1:1 Performance Coaching and our ‘custom in house training’ please contact PAs of Excellence at 0845 257 4804. [www.globalpanetwork.com](http://www.globalpanetwork.com)

*“Executive & Personal Assistants are a company’s most valuable asset and the foundation block that underpins all that an organisation does. Our research shows that this sector of the workforce often holds back when it comes to asking for training and development. Employees at all levels benefit from regular motivational training to increase their productivity and creativity and maintain their enthusiasm for their job. PAs of Excellence will work with you and your organisation on motivational training, team building and 1:1 performance coaching to create motivated, inspired and productive employees for your company”* **PAs of Excellence Ltd**

## Testimonials from 13<sup>th</sup> November 2008 Masterclass

*'I found the Masterclass very thought provoking and stimulating and I think you did a wonderful job of maintaining the group's interest and participation.'* **Gillian, Royal Bank of Scotland.**

*'The workshop provided an opportunity to re-focus on the professionalism and changing demands of the senior secretarial/PA role which is often overlooked when we spend our time helping our managers to achieve their objectives. Rosemary's own experiences at senior level gave an added depth and enabled her to empathise with our situations. The sessions were well structured and stimulating and I would encourage anyone who gets the opportunity to attend to do so.'* **Diane, Private Bank**

*'I found the Masterclass extremely useful, it was great to be able to interact and the presenters were excellent. The mix of people was very interesting and gave me a much better vision of how PAs in different companies operate. At a difficult time in my career the Masterclass re-energised me completely. Overall it was a very well organised and stimulating day and I took away a lot of useful tips, and got a really good idea of how I'm being perceived by others. I would like to wish Rosemary and her team a lot of success and compliment them on what they have achieved so far'.* **Kathleen, BT Global Services**

## Testimonials from 22<sup>nd</sup> January 2009 Masterclass

*'I enjoyed the training very much. The opportunity to meet my peers and learn better admin/organisational tips and 'personal branding' very important to my role.* **Claudine, CIOB.**

*Many thanks for last week, it was very enjoyable and I think everyone is now getting thoroughly fed up of me going on about it'.* **Becky, Frankham Consulting**

*'I recently attended Raising Your Game Through Performance Masterclass in London and can honestly say it was one of the best events I have attended for some time. The plus factor was that it was a relatively small group and had a more personal touch. Part of the day was workshop style and this enabled each of us to input to the discussions and share work experiences. The day finished with an image consultant who gave some really good tips on how to dress the part and how just the simplest of things can make a difference. An event to be recommended!'* **Pam, East Midlands Strategic Health Authority**

*'Really good to share thoughts, ideas with other PAs and learn from other each other'.* **Chantal, Fortis Investments**

## **'In house Motivational Masterclass'**

PAs of Excellence offer a cost efficient **'in house' Motivational Masterclass** for up to 20 employees focusing on Management Skills, Communication Skills and Team Building within your organisation.

Further details are available by e-mailing: [enquiries@globalpanetwork.com](mailto:enquiries@globalpanetwork.com) or calling 07759 927257/0845 257 4804