

PA's of EXCELLENCE

Training and Development
for 21st Century PAs



The Corporate Diamond PA Masterclass

Wednesday 14th October 2009

9.30 – 16.30

**MWB Meeting Rooms, Marble Arch Tower,
55 Bryanston Street, London W1H 7AA**

We welcome you to our new series of workshops, The Corporate Diamond PA Masterclass. Following research with our Global PA Network members we have put together a new series of workshops focusing on the core abilities of the 21c PA.

The introductory workshop to the Corporate Diamond PA Masterclass series focuses on increasing your motivation, develops your core skills and explores the potential of your own personal brand. We are living in extraordinary times and we all need to maintain our motivation and continue our professional development.

We support the potential of Executive PAs and we are delighted to be working with Kingston University Business School, Centre for Research into Employment, Skills & Society on upskilling and development of the PA profession through research we are currently conducting, which will be published in September 2009.

The day will cover the following topics:

- The Role of a 21c PA and development of your management skills to achieve results and be more productive.
- Learn to be a coach and increase your communication and influencing skills in the workplace.
- Do you have a career development plan and if not why not? Hear from an expert in this field.
- Welcome to Me Ltd – do you want to make a great first impression?

- Do you want others to see the best “you” that you can be
To maximise your professional opportunities you need to ensure you are a first class supplier to your employer. The way you look, the way you sound and your use of body language allow others to form an opinion about you. By gaining a deeper personal insight through our practical session involving 360° feedback you will have the opportunity to develop and refine your Personal Brand for maximum impact in the workplace

Your Trainers

Rosemary Parr is a CTI Co-active Coach, trainer and public speaker and has trained and worked with Executive PAs at workshops in the UK, Ireland, Spain, Australia, Jakarta, Manila, Bangkok and Mauritius. **Sue Stokell** has been working successfully with SMEs for over 25 years in an advisory and training capacity relating to business practice, marketing strategy, promotion and personal branding. She is an accredited independent advisor on Business Link projects and invited to speak at business networking events.

Jane Garrard has spent 19 years in the recruitment industry, the last ten of these as a Director with the UK's leading specialist recruitment company. Now working in the Career Management field she is supporting individuals in managing all aspects of their career - from guidance and coaching to career development planning and job search strategy.

The workshop will be followed by a motivational audio call a week later to embed the learning.

The Corporate Diamond PA Masterclass is an introductory workshop that will lead to additional training and development focusing on specific topics relevant to your role as a 21c PA. Please see our website for more information at www.globalpanetwork.com.

August Price: Non-members price is **£450**.
Global PA Network members price is **£395**.

Membership of the Global PA Network is half-price at £42.50 for **Platinum Members** & £32.50 for **Silver Members** until 30 September 2009.

Discount applies for 2 or more delegates and for not for profit organisations.

Payment Terms: Payment to be made prior to the date of Masterclass. Invoice, BACS or via www.globalpanetwork.com
Please note Terms & Conditions of booking apply.

Please contact: enquiries@globalpanetwork.com or
Call Claire on 07759 927257

Benefits for your Manager of PA training and development

- Results in improved performance
- Development of employees
- Feedback from the training assists in measuring your effectiveness within your role
- Increased confidence and motivation
- Develop knowledge and skills
- Ability to take on additional responsibility

Benefits for Delegates

- Knowledge sharing
- To be engaged and inspired
- Confidence to bring in new working practices
- Learn new skills
- Increase motivation and enthusiasm
- Encourage career progression

Testimonials from 20th August Corporate Diamond PA Masterclass:

“Many thanks for a thought provoking and lively day - really enjoyed meeting you, Jane and Sue. It was also a great opportunity to take time out of work and meet other PAs and understand some of the issues they have to overcome. I'm convinced everyone left feeling positively focused - I know I certainly did.” *Jenny - Waitrose*

“The course came at just the right time for me as our organisation will be undergoing significant change in the next six months. To have a day out from the usual demands of a busy office environment gave me some valuable thinking time, and the course has provided me with some excellent tools with which to begin to think through and plan for the next steps in my career. It was also valuable to meet up with senior PAs working in similar roles. Often the PA can feel isolated in a small organisation without the support of a peer group, so it was reassuring to hear and swop stories of the typical work issues we all face.” *Judith – ngage Solutions Ltd*