

PA's of EXCELLENCE

Training and Development
for 21st Century PA's

The Corporate Diamond PA Masterclass

Friday 26th March 2010

9.30 – 16.30

Flemings Hotel Mayfair, 7-12 Half Moon Street,
London W1J 7BH

We welcome you to our series of workshops, **The Corporate Diamond PA Masterclass**. Following research with our Global PA Network members we have put together a 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.

Our Masterclass 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.

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

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:

"I left the Masterclass feeling upbeat and motivated having spent a brilliant day taking part in the workshops and networking with other PAs from organisations around the UK. It was just what I needed!" Jacqui – Sanctuary Housing

"I found the day very enjoyable. It was like breathing 'a breath of fresh air' into my daily routine, making me focus my thoughts on ME and my career, instead of always looking after someone else. The sessions were about the right length for a one day course as well as the class size. I look forward to attending similar events in the future." Dawn - G4S UK & Ireland

"I found the course quite thought provoking and empowering. The material was delivered masterfully." Jo Otieno - EDF Energy

*"Attending the Corporate Diamond PA Masterclass proved to be both rewarding and enjoyable – the course content was varied and of a high standard, but entertaining at the same time. Lots of food for thought and pointers to use when involved in problem solving/coaching, assessing your career path and finding out how others see you! A valuable course for any PA/Secretary who is at the sharp end!"
Val - Anderson Anderson & Brown LLP*