

GLOBAL PA TRAINING

'Top Tips on Time Management & Mastering your Email Inbox Workshop'

**Thursday 28th October 2010
0930 - 1630
Central London**

Due to popular demand we welcome you to a one-day workshop on **Time Management and Mastering your Email inbox**.

This workshop will provide you with tools and tips on managing your time effectively and offer expert advice on email management. The workshop will be hosted by **Rosemary Parr of Global PA Network** in conjunction with **Dr. Monica Seeley of Mesmo Consultancy**.

The Time Management session will cover the following:

- Principles of Time Management
- Prioritise tasks by urgency and importance
- Schedule tasks effectively
- Deal with procrastination
- Learn to manage interruptions
- Reduce your stress levels

Mastering your Email inbox session will cover:

- How to reduce the volume of e-mail you need to handle each day
- Take control of your own and your Manager's mail box
- Keep within your mailbox limit
- Write e-mails which people answer promptly
- Manage attachments more efficiently
- Reduce the risk of creating a breach of confidence
- Learn to use your e-mail software [e.g. Outlook] to help you save time

Who should attend:

Secretaries, Personal Assistants, Executive Assistants and Administrators who have responsibility for more than one Manager.

Testimonials:

Thank you so much for the Masterclass. It was the best course I have ever been on and I learnt loads". Fran, Southampton General Hospital

'This is to say thank you for a very stimulating day in a really conducive environment. I very rarely do training courses and this one really hit the spot in terms of making me step out of my role and see how I can improve for my own sake and for those around me. With the help of the skills learned I hope I can build on my role and create the boundaries I need in order to thrive'. Louise, Urenco

Your Trainers

Rosemary Parr is a former PA who understands the complexities of the Personal Assistant role and its many demands. She is now a coach, trainer and public speaker and founder of Global PA Training and the Global PA Network. Rosemary has trained and developed the potential of Personal Assistants across the world. In 2009 Global PA Network and Kingston University Business School undertook the largest sample of academic research ever into the Secretarial/PA Profession. The research highlighted that upskilling of the profession through training and development will benefit the individual and their organisation. The research results were covered in the national press and on BBC radio.

Dr Monica Seeley, founder of Mesmo Consultancy, is an international leading expert on email best practice. She specialises in enabling organisations and individuals to manage their inbox more effectively to improve business performance. Monica is a Senior Visiting Fellow at Sir John Cass Business School, City University.

Monica is a respected commentator on the effective strategic use of electronic communications. Until 2008 she was author of the Times Crème section column 'PC Stress Busters' and is co-author of *Managing in the Email Office*. Her new book *Brilliant Email* is due out in November. As the 'Email doctor' on Twitter – Monica posts daily tips on smart e-mail management. Monica can be contacted at 01202 434340 or monica@mesmoco.uk or www.mesmo.co.uk or via Twitter at <http://twitter.com/emaildoctor>

Cost of workshop: Non-members price is **£395**
Global PA Network members price is **£350**

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

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

Please contact: enquiries@globalpanetwork.com or
Call Claire on 07759 927257/0845 257 4804

Benefits for your Manager of PA training and development

- Improved performance
- Development of employees' knowledge and skills
- Increased confidence and motivation
- Become more proactive and assertive
- Increased ability to take on additional responsibility

Benefits for Delegates

- Knowledge sharing
- To be engaged and inspired in a collaborative environment
- Learn new skills and manage workloads effectively
- Increased motivation and enthusiasm for your role
- Career path advice through mentoring by the trainers on the day
- Follow up 1:1 mentoring call with Rosemary Parr