

## **Global PA Training & Development**

### **1:1 'PA Training & Mentoring' Sessions**

- Would you like to work more effectively and manage your day with speed and efficiency?
- Do you sometimes feel stressed and overwhelmed with the workload?
- Do you want to become a better communicator?
- Would you like to discover how to be more assertive ?
- How can you raise your profile and be taken seriously?

At **Global PA Training & Development** we understand how time consuming your role is. Our academic research with Kingston University Business School has identified that PAs would like 1:1 training and mentoring sessions to increase their confidence and self belief and improve their effectiveness at work.

We are delighted to announce that we have put together a package of **1:1 PA Training & Mentoring Sessions** for you and you don't even have to leave your desk!

**Rosemary Parr**, former PA, trainer, coach and motivational speaker will work with you to guide you and assist you in establishing effective working practices and raise your confidence and self belief.

#### **The Benefits for you, your boss and the organisation:**

- Increased confidence and self-belief in yourself and the job you do
- Opportunity to create new working practices and upskill
- Create a more effective working relationship with your boss
- Increase in productivity and enthusiasm
- Be a role model for other aspiring PAs within your organisation
- We are the only PA training organisation who has researched and identified the needs of modern PAs and we are experts in our field.

## Topics we will cover:

### You & Your Role

- What are the issues
- What would you like to achieve
- How can we resolve them?

### Managing Upwards

- Developing the relationship with your manager
- Learn communication techniques and coaching skills

### Time Management

- Identify what is urgent and non urgent
- Prioritising tips

### Personal Effectiveness

- Top Tips on assertiveness
- Your Personal Brand image and its impact in the workplace

### Goal Setting & Personal Action Plan

- Managing appraisal time
- Setting objectives

### What is the cost?

Ask your Manager and organisation for authorisation. We offer 3 or 6 sessions with back up e-mail support in between calls. *[calls will be in the region of 45 minutes each but dependent on your time constraints and calls will take place weekly or bi-weekly, whatever is most convenient for you]*

- **3 PA Performance Mentoring Sessions** via telephone cost: **£275**
- **6 PA Performance Mentoring Sessions** via telephone which includes 2 face to face sessions at a cost of: **£750**
- **6 PA Performance Mentoring Sessions** via telephone with no face to face meeting is: **£550**
- 10% Discount available for **Global PA Network Platinum & Silver** Members.
- Terms & Conditions of booking apply

For further information and booking take a look at our website at [www.globalpanetwork.com](http://www.globalpanetwork.com) and pay online or e-mail: [enquiries@globalpanetwork.com](mailto:enquiries@globalpanetwork.com) and call Claire on 07759 927257.

I look forward to working with you.

Rosemary Parr  
Global PA Network  
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February 2010