

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 and pay online or e-mail: enquiries@globalpanetwork.com and call Claire on 07759 927257.

I look forward to working with you.

Rosemary Parr
Global PA Network
www.globalpanetwork.com

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