

# PA's of EXCELLENCE

Training and Development  
for 21st Century PAs

PA's of Excellence Ltd is the training company for the [Global PA Network](#) which champions the career development of PAs and secretaries worldwide.

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## [The Exceptional 21st Century PA Masterclass](#)

For PAs seeking to jump-start their careers in 2008, this 1 day Masterclass offers you the opportunity to raise your professionalism, develop your emotional intelligence and will inspire you with the confidence and motivation that every 21<sup>st</sup> century PA requires. Follow-up Masterclasses are planned for later in the year.

### Topics covered include:

- 7 Key Skills for Managing Global Business Leaders
- When Your Get Up & Go has Got Up & Gone - Staying on Top, Ahead and Inspired
- The Power of Your Personal Brand - A PAs Guide
- Survival Strategies for Executive Gatekeepers

By the end of the day you will come away feeling confident, empowered and ready to achieve new goals in your career development.

Who should attend: any Executive Assistant, Personal Assistant or Senior Secretary

### ***Masterclass Testimonial***

"An exceptional day with exceptional training. The content was precisely what I was looking for, and it more than met my needs and expectations. I spent a rewarding day with other Executive PAs, of like mind and like standards, and came away feeling empowered as a result of some superb coaching, and with a brand of my own, of which I can feel proud. Not to mention, being able to face those "dips" which arrive in our working lives, and get out of them.

"I recommend this training to all Executive PAs - we are never too experienced, or too old, to learn. And I learnt a lot".

*Angela Cain, Executive PA to Chairman of NICE (National Institute for Health & Clinical Excellence)*

"I very much enjoyed the Masterclass on 25<sup>th</sup> January 2008 and it was definitely one of the best I have attended. It was a great mix of participants and we all jelled well together and I look forward to the next in the series."

*Sandra, Ministry of Defence*

"The event was really well done. Incredibly useful to get a new perspective on things and thoroughly enjoyable at the same time."

*Megan, Dunedin Communications*

### **Trainers**

The Masterclasses are facilitated by Rosemary Paur, international speaker and trainer, founder of the Global PA Network and former Executive PA to Sir Christopher Bland (BT); Jill McCulloch, ([Coach You](#)), leading coach and trainer and Sue Stokell, a highly respected business consultant and trainer who is passionate about personal branding.

### **Consultancy**

Rosemary Paur offers a consultancy and career advisory service to companies on upskilling of Executive Assistants, Personal Assistants & Secretaries and Administrative Staff. She has taken her experience, within BT, as founder of the BT Assistants Network which promoted and encouraged upskilling of the PA Community out into companies and assists in structuring and advising on development of the PA role.

## Motivational Presentations

As founder of the Global PA Network, Rosemary has presented at many company and customer events and on Webinars with BT Conferencing and at PA Conferences globally on the 'Future of the 21<sup>st</sup> Century PA' '7 Skills of Exceptional 21<sup>st</sup> Century PAs', 'The Power of Networking', 'Developing Your Personal Brand', 'My Journey to the Top'.

**Clients she has presented to are:** Accenture, Reuters, Deloitte, NPower, Watson Wyatt, BT, Astra Zeneca etc. IQPC PA Conference, Sydney, Sept 2006. Global PA Network launch, April 2007, BT Tower. Global PA Network launch, Sydney, Nov 2007. National Executive PA Conference, Brighton, Nov 2007. BT Conferencing Webinar Series to PA Community of 10,000 PAs in 2007.

## 1:1 Performance Coaching

The role of a senior PA is now a very complex role where you are constantly moving from one task to another and often feeling restricted by time issues. There is also the additional pressure of working in a fast moving environment and the demands this creates. Furthermore the role at a senior level is becoming increasingly isolated as you cope with working in a global village.

We will work with you to unlock your potential and bring motivation and inspiration to your role in the workplace. Our coaches will agree a timescale of meetings with you at your office and at your convenience, normally taking place over a period of 3 or 6 months.

### **Our Clients include:**

Watson Wyatt, Astra Zeneca, N Power, Specialist Schools and Academies Trust and BT

## Building an Internal PA Network

Companies are becoming increasingly aware of the benefits to their employers of internal networks. These networks create a positive synergy and enthusiasm in the workplace and cross fertilisation can take place with networks in other companies, which enhances the profile of the company itself.

### Benefits of building an internal network for Executive & Personal Assistants

- It provides a sense of identity and support in the workplace
- Creates a two way link with the management team
- Strengthens the Manager/PA relationship
- Offers career path and training programmes
- Supports health and work/life balance issues
- Adds business value

We offer our members and non-members 1:1 coaching and advice on building an internal PA Network within your organisation and will work with you to structure your network to gain maximum benefit.

## **'In House' Training**

PAs of Excellence offer bespoke in house workshops for teams of Personal Assistants & Secretaries. These workshops offer an opportunity for team building and resolving workplace issues.

**Clients we have worked with include:** Royal Shakespeare Company, N Power, Astra Zeneca, Specialist Schools & Academies Trust

Please contact us if you would like to know about our bespoke training programme at [enquiries@globalpanetwork.com](mailto:enquiries@globalpanetwork.com) or call: 0845 257 4804

[www.globalpanetwork.com](http://www.globalpanetwork.com)