

'SUMMER SPECIAL MASTERCLASS'

Become more Personally Effective in the Workplace

Thursday 19th August 2010

Venue: Central London

This Summer Special Masterclass is an opportunity for you to pause, re-assess and give yourself quality time away from the office. The day will offer you a break from the daily routine and an opportunity to share best practice and experiences with other Executive & Personal Assistants.

The modern day role of Executive & Personal Assistants requires you to be practical, efficient, innovative and self aware. This Summer Masterclass will give you insights into your abilities and strengthen them, deepen your emotional intelligence and understanding of others.

It will help you to manage your Manager, the wider team, build productive relationships with colleagues and delegate with confidence.

What does it mean to be personally effective?

- Learn more of who you are and your unique contribution at work
- Recognise what motivates you and makes you feel valued
- Build positive relationships and handle different personalities
- Learn to delegate with trust and confidence
- Mind map new ways of doing your daily tasks
- Adapt with confidence to the changing workplace
- Measure and interpret your personal stress levels

Benefits for you of attending:

- Increased motivation through development, being challenged and gaining recognition
- Become personally more pro-active
- Gain a deeper understanding of how your Manager and team think and work
- Use your creativity to generate new ideas and ways of doing things
- Handle difficult situations with confidence
- Understand stress and personality types

The benefits your Manager will gain from your attendance:

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- Improved emotional intelligence to handle difficult situations
- Enhanced negotiation and influencing skills
- Increased organisational efficiency
- New creative ways of working
- Renewed confidence to alleviate the pressure on your Manager
- Inspire the wider team with renewed enthusiasm

This **Summer Special Masterclass** will be held in central London on **Thursday 19th August 2010** and will run from 0930 – 1630.

For further information and to reserve a place please contact:
enquiries@globalpanetwork.com or call Claire on 07759 927257/or call 0845 257 4804. www.globalpanetwork.com

N.B. Please **note that Platinum & Silver members are now eligible for CPD points and a Certificate of Attendance** for any training and development they undertake via Global PA Training.

Cost: Platinum & Silver Members of the Global PA Network
£395 per person and CPD points, plus a Certificate of Attendance.

Non-members: £450 and a Certificate of Attendance

We offer discounts for two or more delegates from the same company.
Discounts also apply for not for profit and public sector organisations.

The day will be hosted by **Rosemary Parr**, coach, trainer and a former Executive PA to the Chairman of BT. Rosemary believes passionately in supporting and developing individuals to fulfil their potential and this is done through a combination of public speaking, 1:1 performance coaching, group workshops and Masterclasses, motivational webinars, training courses and mentoring sessions.

The motivation and support for Executive Assistants, Personal Assistants and Senior Secretaries has culminated in the creation of a **Global PA Network** which champions the profession around the globe. The **Global PA Network** has trained PAs in Bangkok, Jakarta, Manila, Kuala Lumpur, Dubai, Australia, Mauritius, Ireland and Spain.

BT Conferencing sponsors the **Global PA Network** and actively promotes awareness and the benefits of the use of conferencing technology to save time and create further efficiencies.

Global PA Training
Summer Masterclass in Personal Effectiveness
19th August 2010
www.globalpanetwork.com

Testimonials from previous Masterclass and in- house programmes

“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 it for my 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

“Thank you once again for the course, I found it really useful and am already reaping the benefits.” Natasha – Arup

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 a similar event in the future.” Dawn – G4S UK & Ireland

“The feedback from the Marketing PAs was overwhelmingly positive. We had control of the format and the content that we wanted delivered. Rosemary responded to our needs and we found our two half day sessions not only well presented, informative and full of good tips but also left us feeling very positive about ourselves and our roles. The continuing contact through the newsletters and the excellent website means that we can continue to progress”. Patricia, Airwave Solutions