

# PA's of EXCELLENCE

Training and Development  
for 21st Century PA's



## **The Corporate Diamond PA Masterclass**

**Thursday 4<sup>th</sup> June 2009**

**9.30 – 16.30**

**MWB Business Exchange, The Strand, Golden Cross House  
Duncannon Street, London, WC2 4JF**

We welcome you to our new series of workshops, **The Corporate Diamond PA Masterclass**. Following research with our Global PA Network members we have put together a new series of workshops focusing on the core abilities of the 21c PA.

The introductory workshop to the **Corporate Diamond PA Masterclass** series focuses on your motivation and development of your core skills. We are living in extraordinary times and we all need to maintain our motivation and continue our professional development. We are delighted to be working with Kingston University Business School, Centre for Research into Employment, Skills & Society on upskilling and development of the PA profession.

This one day workshop will develop the skills you already use and offer tips and ideas to improve job performance and efficiency. The more you are aware of who you are and your abilities, the more effective you will be both personally and professionally.

The day will cover the following topics:

- What is a 21c PA and what further skills can you bring to the role as a management assistant?
- Discover how efficient use of technology can improve job performance and tips on e-mail management.
- Develop your communication and influencing skills and enhance your relationship with your Manager, their team and your peers.
- Learn to manage your time, prioritise and plan.
- The Professional PA - being the best you can be both professionally and personally.
- Managing stress and maintaining your work life balance.

Your workshop host, Rosemary Paur, will work with a small group of delegates to bring out your best qualities and skills and assist you in finding

ways to improve your performance and support your Manager. Rosemary is a CTI Co-active Coach, trainer and public speaker and has trained and worked with Executive PAs at workshops in the UK, Ireland, Spain, Australia, Jakarta, Manila, Bangkok and Mauritius. The workshop will be followed by a motivational audio call a week later to embed the learning.

The **Corporate Diamond PA Masterclass** is an introductory workshop that will lead to additional training and development focusing on specific topics relevant to your role as a 21c PA. Please see our website for more information at [www.globalpanetwork.com](http://www.globalpanetwork.com)

**May Promotion:** Cost of Masterclass is £395 only. *[Usual price is £450 for non-members of the Global PA Network]. Discount applies for 2 or more delegates and for not for profit organisations.*

**Payment Terms:** Payment to be made prior to the date of Masterclass. Invoice, BACS or via [www.globalpanetwork.com](http://www.globalpanetwork.com) Please note Terms & Conditions of booking apply.

**Please contact:** [enquiries@globalpanetwork.com](mailto:enquiries@globalpanetwork.com) or Call Claire on 07759 927257

#### **Benefits for your Manager of PA training**

- Results in improved performance
- Development of employees
- Feedback from the training assists in measuring your effectiveness within your role
- Increased confidence and motivation
- Develop knowledge and skills
- Ability to take on additional responsibility

#### **Benefits for Delegates**

- Knowledge sharing
- To be engaged and inspired
- Confidence to bring in new working practices
- Learn new skills
- Increase motivation and enthusiasm
- Encourage career progression

#### **Testimonial from 29<sup>th</sup> April Masterclass:**

“A thought-provoking and inspiring day – a good balance of professional and personal development activities”. *Vicky, Oxera*

#### **Testimonial from 2<sup>nd</sup> April Masterclass:**

“I found the Masterclass Course both enjoyable and informative. It really highlighted and covered the skills of what a 21st Century PA is all about, and needs to have to be able to achieve the best in her role”. *Linda, GE Commercial Finance*