



www.holborntesting.co.uk

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THE EXECUTIVE PA SEMINAR

- Designed for:** Those individuals who have recently been promoted to the role of PA or who wish to progress to a more senior level in the future
- Objectives:** Gain detailed understanding of the demands, motives and problems of the company executive. Expand and improve directly on your contribution to the management team and learn the art of pro-activity in the job

Course Content

- Identify the key areas for development in this job role, thus increasing the contribution made to the company: laying the foundations; assessing your contribution
- Managing your boss successfully: making relationships work; developing your network; communication and the importance of feedback
- Increasing your contribution to the management team through basic group dynamics and team work
- Developing personal management skills: setting objectives; prioritising tasks; understanding time management; delegating successfully; problem solving
- Organising effective systems: travel; informal and formal meetings; minute taking
- Effective communication: learning how to be assertive and stay in control; the telephone
- Dealing with difficult people
- Developing a personal action plan

Benefits

- Increased work effectiveness for individuals through better understanding and application of the key responsibilities involved in this job role
- A personalised workbook with exercises, individual notes and a concise personal action plan to ensure that the skills learnt on this course will be successfully applied in the workplace
- The opportunity to gain a widely recognised qualification, a Pitman Training Certificate

RRP: £350 (plus VAT)