

Top Performing PA

course description

The role of the Executive Secretary or Personal Assistant is both demanding and rewarding and requires a competent and highly organised individual. You already understand the basic requirements and responsibilities of this position and you place high importance on presenting a professional image of yourself and your Organisation.

You wish to consolidate your role as right-hand person to the manager, or management team that you support.

This course will introduce you to ideas and concepts to help you develop further in your role as Personal Assistant or Executive Secretary.

The course is highly participative, combining the presentation of theory and guidelines with individual and group exercises.

learning objectives

By the end of the course, delegates will:

- Gain an insight into different management styles and be provided with tips on how to work effectively with each of these styles.
- Be able to set goals and prioritise workloads.
- Be offered strategies for dealing with conflicting priorities
- Understand the value of networking - building and using networks to work effectively with the management team and to deliver an exceptional service.
- Understand and be able to apply different techniques of influencing skills through communication styles
- Be introduced to persuasive writing skills.

target audience

People in Personal Assistant or Administration Assistant positions.
Anyone likely to move into this type of role.

duration

- 1 day for up to 12 participants

REGISTRATION FORM

Form to be completed by training department / line manager

Top-performing PA

I, undersigned

Name	
First name	
Company	
Position	
Telephone	
Fax	
Email	
Billing address	

register the following person/people for the above-mentioned training course :

	Name	First name	Position
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			

I have read and accept the following terms and conditions

Date and signature

Please return this form by fax to +352 22.55.99.99 or +352 22.06.39

Terms and conditions

Fees

The rate for the training course is 400 Euro per person per day. The fee includes all supporting material, lunch and refreshments.

Payment

The course fee must be paid in full on receipt of invoice. An invoice will be dispatched after completion of training.

Cancellation policy

Courses that have been booked may be cancelled up to 10 business days before the scheduled date. If the course is cancelled after that time, it will be subject to a cancellation fee of 50% of the fees due up to 5 business days before the scheduled date and 100% after that time.

fast training reserves the right to delay or cancel training course at any time without liability. In these circumstances, participants will be offered an alternative date.

Contact

For further information, please contact your Coordination Manager:

Silvia Frey

Telephone: +352 22.55.99.50

Fax: +352 22.55.99.99

Email: sfrey@fasttraining.eu