

# Advanced Personal Assistant Providing Exceptional Value for Money

This is designed to develop world-class skills and become better strategic business partners to the executives.

12th & 13th December 2018  
JW Marriott Hotel, Kuala Lumpur, Malaysia

## Major Benefits of Attending

By end of this course, delegates will be able to:

- **LEARN** a 5 Star PA Service
- **LEARN** how to see the challenges in communication
- **UNDERSTAND** the link between emotional intelligence
- **DISCOVER** how to stay ahead of your executive's shifting priorities
- **READ** facial expressions challenge – identifying the correct emotion
- **SUPPORT** management in inspiring shared vision of the organization
- **DISCOVER** techniques how to manage multiple demands on your time
- **DISCOVER** strategies for managing your personal brand and career progression
- **BUILD** a toolkit of strategies to help build your confidence, and emotional resilience
- **FLEX** your approach to build more effective working relationships with others and achieve more positive outcomes
- **LEARN** how to approach their role from a strategic and managerial perspective, and take more responsibility for managing their executive's workflow

## Why you Should Attend?

In this intensive two-day practical workshop will help participants understand themselves and their role more clearly. It will help them develop their networking and relationship building skills, handle difficult situations, manage multiple priorities, recognize and handle pressure, enhance their personal resilience and much more.

Training is delivered using activities like group problems, role play, drawing diagrams, discussions and other exercises, so that attendees can gain a thorough understating of the issues and solutions.

## Who Should Attend?

This course is aimed for professionals including but not limited to below:

- ✓ Executive PAs
- ✓ Office Managers
- ✓ Executive Secretaries
- ✓ Administration Managers
- ✓ Management Secretaries
- ✓ Personal Assistants
- ✓ Personal Secretaries
- ✓ Senior Assistants
- ✓ Executive Assistants
- ✓ Confidential Secretaries
- ✓ Senior and Junior Secretaries
- ✓ Administrative Assistants
- ✓ Anyone responsible for the support of senior management

Organized by: \_\_\_\_\_

