

ADVANCED PA MASTERCLASS

Getting Organized, On Time and On Track:
Moving PAs to the Next Level

27th & 28th May 2019
Bali, Indonesia

Free Takeaway

Delegates will be taking away, for free, the following items:

- Executive Secretary Magazine
- Book Give Away

Major benefits of attending – you will be able to:

- **LEARN** how to develop a strategic partnership with your executive
- **UNDERSTAND** Emotional Intelligence and the importance thereof in the workplace
- **DISCOVER** essential leadership tools
- **DISCOVER** the power of your influence
- **IMPROVE** your writing skills
- **HEIGHTEN** your awareness of different behavioural tendencies and communication styles
- **UNDERSTAND** how different personality styles impact teamwork
- **IMPROVE** your presentation skills
- **BUILD** on your natural strengths to reach your goals

WHY YOU SHOULD ATTEND

The Advanced PA Masterclass will effectively update PA skills and bring them in line with the best PA practice. PA training is an investment in personal growth and experience. It is therefore important that companies give priority to training for the PAs if they intend to keep them. By attending this course, PAs will certainly stretch themselves and build their skills set. By end of this course, delegates will be organized, on time and on track, and definitely move up higher to another level. By attending this course, PAs will certainly stretch themselves and build their skill set.

WHO SHOULD ATTEND

This workshop is specifically designed for:

- ✓ Executive PAs
- ✓ Office Managers
- ✓ Executive Secretaries
- ✓ Personal Assistants
- ✓ Executive Assistants
- ✓ Confidential Secretaries
- ✓ Senior and Junior Secretaries
- ✓ Administrative Assistants

Organized by: _____



WE SOLVE YOUR PUZZLE