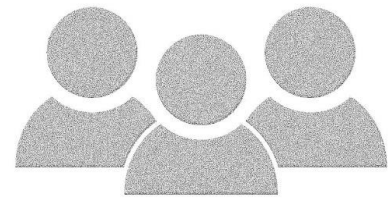




**Webinar Events**  
*live & interactive*

**GBC** *learning*



**Workshop**  
*face2face*

## Executive PA Developing your Role

**Delivered as:** Interactive Workshop or Tutor-led Webinar

Live and interactive with exercises, discussion and actions to take away

**Suitable for:** Individuals who are intending to become or are newly appointed and beginning to develop their role as a PA.

**By the end of the programme you will be able to:**

- Identify the skills required to be an effective PA and review any which need strengthening
- Understand the importance of liaising regularly with your manager to plan and monitor objectives
- Develop assertive behaviour and communicate confidently with colleagues
- Manage and plan your time more effectively
- Become 'organisation aware' and ready to take on more responsibility

### Personal Introductions & Objectives

- Your current situation
- Your individual issues and objectives

### The role of the PA / Executive Assistant

- Essential skills needed to provide the proactive support my manager needs
- Identifying the tasks and responsibilities of a PA / Executive Assistant
- Regular one-to-one catch-ups with your manager to establish changing objectives and deadlines

### Being Assertive, Professional and Confident

- What assertive behaviour is and what it is not?
- Steps to follow when applying assertive principals
- Giving feedback to your manager and other colleagues
- Learning to say 'no' without appearing unhelpful

Cont...

...Cont

### Developing Confidence

- Managing myself, my manager and my workload
- To Do lists and prioritising
- Understanding the 'bigger picture'
- Identifying and practising effective communication skills

### Action Plan

- Recap key learning points
- How to keep it up and develop back at work

### Other Topics to Supercharge Your Career and Relieve Stress:

- Minutes and Meetings
- Effective Business Communication
- Self-Esteem and Assertiveness
- Speed Writing to Build your Confidence and Credibility

For more information or to book please call **020 7256 6668, Option 2** or email **[info@gbclearning.co.uk](mailto:info@gbclearning.co.uk)**