

PA Masterclass

How to add value and maximise performance



Presented by Sue France

Sue is an award-winning personal assistant who trains PAs, secretaries and executive assistants. She is the author of *The Definitive Personal Assistant and Secretarial Handbook* and *The Definitive Executive Assistant and Managerial Handbook*. She is also a qualified learning and development practitioner.

£299 + VAT

Make sure you ask about additional delegate discounts

- 📌 **A comprehensive 'how-to' for the PA who wants to offer the best support to senior leadership**
- 📌 **Know your priorities**
- 📌 **Innovative ideas to save your Head vital time**
(Just 1 hour a week = a week of 'free' time over the school year!)

Average
presenter score:
4.8 out of 5

Managing your role – 8 vital areas covered in depth:

1. Adding value:

Help your Head in today's uncertain and complex landscape

2. Energy and time-saving:

Tools for time keeping, energy and stress management

3. Gate-keeping:

Field enquiries to protect your own and your boss's time

4. Handling difficult situations:

Deal with parents/colleagues with different working styles

5. Networking with peers:

The value of connecting with peers and sharing expertise

6. Managing your role:

Best practice for using email, the telephone and calendars

7. Achieving a healthy work-life balance:

Understand your brain and develop a growth mindset

8. Technology:

Apps and tools to keep in control and save time

The secrets of high performance

- Unpick the power of your brain to maximise performance
- Techniques to help you manage your energy and save time
- The ultimate mindset for today's assistant
- Use the 'U-SOFAR' technique to stay in control and stress free
- Practise mindfulness to stay calm and focused

"This workshop exceeded my expectations because I thought it would be like every other workshop I've been to, but it was not. The neuroscience and neuro linguistic programming segments were very informative and the tips and tricks are relevant to today's EAs."

Previous Delegate

Book Now

📧 osiriseducational.co.uk

☎ 0808 160 5 160 / 01790 753 987

📍 Call 01790 755 783 to run this course in your school

Delegates receive

- 📌 Lunch and refreshments
- 📌 Online post-course support
- 📌 Delegate file including CPD certificate

