

Personal Development

The Professional PA

Course Details

Price

£325.00

CPD Points

6.50

Length

Full day (09:30-16:00)

Course Overview

As a personal and executive assistant, you are your executive's business partner, helping them achieve their business objectives by sharing the workload. This highly interactive and stimulating course will build on your personal skills and behaviours and enable you to find ways to achieve this in your workplace.

Course Content

- Relationship management, emotional intelligence and building trust
- Compassionate and effective communication
- Dealing with difficult people and managing conflict
- Time, organising and stress management
- Confidence, personal development and goal setting

Benefits

This course will help you develop into an exceptional PA. Focusing on your behaviours and building on existing skills, you will leave with new tools and self-awareness to help you become your executive's essential partner. From the basic requirements of managing workload and multitasking, to your core skills in communicating and building relationships, this course will help you achieve much more in your workplace.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via admin@gta.gg or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Jill Clark

Jill is a qualified trainer and coach and holds a Diploma in Company Direction (Institute of Directors). Jill has over 25 years retail experience and was formerly Director of Customer Service at Specsavers. She is a Non-Executive Director of the Channel Islands Coop & Island FM and a Jurat in the Royal Court of Guernsey. Jill is experienced in leadership management, customer service, effective communication and retail best practice. Jill delivers Chartered Management Institute qualifications as well as coaching and mentoring. Jill can work with teams and individuals to improve their effectiveness and leadership skills, developing action plans to help individual unlock their potential, impact and influence in their personal and working lives. Drawing on leadership and experiences of working with individuals at every level, Jill is passionate about helping individuals be the best that they can be.