

Executive PA Development Programme

This three month development programme will introduce you to the skills and strategies you will need to manage your performance and develop your career. Fast-paced and interactive, during the programme you will be challenged to assess your current performance, identify what skills you need to develop for the future and you'll develop a network of support and encouragement that will ensure that you seize new opportunities as they arise.

As this is a totally-online programme, combining live online group sessions with preparation and follow-up assignments, all supported by an online action plan and virtual coaching, as someone who finds it difficult to get away from supporting their manager, director or executive, you will be able to see results back on the job from Day One, as you combine your development with delivering your everyday activities.

What does the programme cover?

Pre-session 1

- ◆ Set and share your post-programme goals
- ◆ Complete the Your Preferences behavioural preferences assessment to help you get the most from this online development programme
- ◆ Complete a skills audit

Session 1 - Getting to Know You and Your Needs

- ◆ Introductions
- ◆ Working together as a learning group
- ◆ Overview of programme resources and housekeeping
- ◆ Web-safari through course community space - your online home during the programme

Pre-session 2

Visit course community space and post-up your personal profile

Session 2 - My Role and Key Relationships

- Complete a stakeholder analysis
- Examine your key relationships
- Understand your job role and responsibilities
- Establish your criteria for success

Pre-session 3

- Create diary log of current job responsibilities
- Identify "stretch" objectives that will enable you to quantify your contribution to business performance

Session 3 - Future Challenges, Skills and Value-added

- Examine the changes in the business environment and the impact on the PA role
- Review the skills you use now and the value they add
- Making sure your skills are up-to-date and future-proof

Pre-session 4

- Complete a more detailed skills audit
- Decide the topic list for the next two sessions

Session 4- Skills Development (Part 1)

During this and the next session, you will look at a number of skills that you've decided you need to look at in more detail.

The list below is an example of the topics that can be covered:

Assertiveness	Projecting a positive image	Managing stress
Time management	Work-life balance	Dealing with difficult personalities
Influencing	Team working	Effective communication skills
Delegating	Managing my boss	Problem solving



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enhance your effectiveness and increase your skills

Pre-session 5 - Follow-up From Session 4

Assignments related to the content of Sessions 4

Session 5- Skills Development (Part 2)

See Session 4

Pre-session 6 - Follow-up from Session 5

- ◆ Assignments related to the content of Session 5
- ◆ Prepare list of future goals

Session 6 - Preparing for My Appraisal and Personal Development Planning

- ◆ Preparing for your appraisal
- ◆ Identifying your achievements
- ◆ Getting the most from your appraisal interview
- ◆ Celebrating success
- ◆ Personal development planning
- ◆ Action planning for the future

visit www.pa-coaches.com to sign up now!