



The Association of Personal Assistants

Booking Helpline 0800 107 1030



This is a one-day course and a light buffet lunch will be served to allow for networking between sessions. It is scheduled to run on the following dates:

Tues 19th January 2010
Location: London

Tues 23rd February 2010
Location: Manchester

Tues 27th April 2010
Location: London

Tues 22nd June 2010
Location: Edinburgh

Exact dates and locations may change depending on demand.

Price:
£275+ VAT APA Members
£375 + VAT Non-Members

Cancellation conditions apply

The PA as Manager

Developing the executive skills and status of an Executive PA

Perfecting the art of management

As your skills develop so should your status within the business and your reward increased to reflect your expertise and ability. As the Assistant to the Business Leader you are already a key player and attend meetings and speak on your bosses behalf but are you trained to understand the nuances of management? This course will help you establish your PA role as a manager within your business.

Who should attend this course?

The Manager Programme (APA PAM) is targeted to meet the needs of PAs who are developing beyond the administrative support function to a more Executive status with personal responsibilities, delegated authority, budgetary powers and project management tasks. This one day course will equip you with the skills to make management decisions. It will also better enable you to manage others.

This programme is recommended for experienced PAs (more than 3 years in a senior role), whether current or returning to the workplace.

Programme Content

- Understanding Management Styles
 - ✓ Current thinking and methodologies
 - ✓ Different strokes
 - ✓ What style for your Boss and you?
- Defining Authority
 - ✓ Using it sensitively – most of the time
- Financial Management
 - ✓ Understanding management accounts
 - ✓ Interpreting trends
 - ✓ Knowing what data gives you influence
- Managing People
 - ✓ How to get the best from your team
- Evaluating Strengths and Weaknesses
 - ✓ RGYB as an assessment tool
 - ✓ Developing a Team Abacus
- Project Management
 - ✓ Project planning and goal setting
 - ✓ Maintaining momentum
- Direction v. Management
- Ten Top Tips for Success

Style & Duration

This is a fast paced course with refreshments available throughout the day. The course will start at 09.30 and finish promptly at 16.30 to allow for travel.

Presenter/s & Locations

Specialist speakers, including Gareth Osborne, APA Director General, will be managed by APA Course Administrator, Faye Crisp, to meet local availability. APA only uses the highest quality, air conditioned and fully equipped training facilities. On occasions it may use partner facilities but these will meet its exacting standards.

Become recognised