

A background image showing a woman in a grey top standing and smiling in a meeting room, surrounded by other people seated at a table. The scene is brightly lit and professional.

Executive PA Excellence

**Achieving Administrative Excellence and Accelerating
Performance for Executive PAs and Office Managers**

29 - 30 August 2022

This is an **interactive Virtual Instructor-Led Training (VILT)**.
Kindly ensure you have a working Webcam and
Headset with Microphone.

KEY BENEFITS OF ATTENDING

- **GRASP** tips for the small details that make a big difference
- **LEARN** to manage multiple tasks, priorities and deadlines
- **BE** the custodian of your executive /company brand
- **GROW** with the width of responsibilities by striving for excellence and becoming an indispensable member of the organisation
- **HARNESS** your inbox as an extension of your workload planner
- **DEVELOP** a higher degree of stress resistance
- **BUILD** trust and **TAKE** ownership and accountability
- **MANAGE** your thoughts and **LEARN** how to project confidence till it sticks