



## Development Programme for PAs to Chief Executives and Leaders

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Improvement and Development Consultants**

### Introduction

Following the success of the first two development programmes, we are now offering another opportunity to take part in this two day workshop.

We have now also set up a network for PAs to leaders and chief executives in the South East Region, with meetings covering topics and discussion areas selected by the participants. The next network meeting is at Crawley BC on the 6 November 2008.

### What will it cover?

- Role of the personal assistant from participants' perspectives.
- Skills of working in a political environment.
- Principles of effective communication.
- Using impression management and influencing techniques.
- Developing techniques for managing stress and time more effectively.
- Further networking opportunities.

### What will I learn?

- To identify your strengths as personal assistants and any areas for development.
- To understand the implications of working in a political environment.
- To explore new ways of communicating with and influencing those you work with.
- To develop effective techniques for managing time and stress.

**Duration:** 2 Days (10.30 am -3.30 pm)

**Cost:** £375 + VAT per participant

**Date:** To be confirmed

**Venue:** To be agreed according to the location of those attending.

**Please contact [leah@seemp.co.uk](mailto:leah@seemp.co.uk) for further information.**

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