

Coaching for the PA and Administrative Professional



Do you need to develop the skills and a style to influence your manager or others in your organisation? Do you want to develop yourself from a supporting role within the business to being a valued and integral part of the Management Team?

Our unique and cost effective development coaching programmes are designed for **the PA and Administrative Professional** to support and accelerate your growth and impact in your role.

Benefits of the Programme

This is a personalised “**One to One Programme**” that focuses on what **the PA and Administrative Professional** needs to develop to be successful. The focus is on creating a programme that fits with you to meet your personal goals. The programme gives you the tools, thinking and skills to successfully move forward with motivation and confidence.



Bespoke Personalised Programme

A typical programme is 5 x 90 minute sessions at a location of your choice. Each session is approximately a month apart in order for you to explore and practise the skills learned. In between each face to face meeting you will be able to speak with your coach via telephone, Skype or email to gain support, feedback or have adhoc discussion on your learning experiences.

About Your Excellency

Your Excellency Limited is a leading edge and friendly organisation. We are proud to be members of the Association for Coaching and work with a diverse range of organisations. We have successfully supported many individuals along their leadership journey. This programme is endorsed by the Institute of Administrative Management (IAM).

Our professionally qualified coaches include:

Lindsay Taylor



Lindsay is a former PA and renowned trainer and coach of administrative professionals worldwide. She understands the diverse skill sets and challenges of the modern day PA and has a passion for championing the role.

Malcolm Taylor



Malcolm is a highly sought after coach and leadership development specialist. He has gained 20 years business experience in a multitude of roles across the globe. He combines his business knowledge with a friendly, jargon free approach to make the difference to your career and life.

FREE sessions available

Programmes start from as little as £850 and we offer a free 45 minute introductory coaching session with one of our qualified coaches to experience the benefits of our programmes first hand.



Member of the Association for Coaching® (AC)
www.associationforcoaching.com



Member of the Institute of Administrative Management
www.instam.org

Your Excellency

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What people say about us

“Through coaching I am now able to sort my thoughts, goals and motivating factors into a clear and concise picture. Coaching has given me the confidence to communicate more effectively and it is amazing the results I can now achieve with my awareness of myself and others. I now understand what really makes me tick and I feel confident and happy”

Rita, Henkel Loctite

“Thank you for your excellent career coaching at a pivotal time for me. It gave me the opportunity to think about the bigger picture with regard to my future. I was heading down one particular path and was highly focused on achieving the objective at the end of that path but your coaching made me consider an alternative outcome which I believe has the potential to fulfil my aspirations and will enrich my life experiences further”

Michelle, KPMG

“Your Excellency Limited provides exceptional development coaching. They have an easy going manner and helped me to identify the root cause of issues and facilitated solutions for me to implement. Highly engaging and personable”

PM, Yazaki Europe

www.yourexcellency.co.uk