

Be a PA with PA – Perfect Awareness



A one day workshop for PAs and Administrative Professionals

Imagine being able to recognise what makes you and those around you “tick” – particularly your manager and the team you support. Imagine being able to communicate and influence others with a new awareness about how you and they operate.

Benefits of the Workshop

This one day workshop is based around effective outcome thinking, communication and awareness tools. The tools utilise Neuro Linguistic Programming (NLP) techniques that have been developed and utilised by leading edge organisations in order to achieve excellence.



The learning is created through a combination of demonstrations, group exercises and discussions. There is an emphasis on fun and experiential learning to make the tools and techniques practical and instantly “usable” in your role as a PA.

About Your Excellency

Your Excellency Limited is a leading edge and friendly organisation. We place an emphasis on fun and experiential learning to ensure a memorable experience.

We offer inhouse and public workshops and we are endorsed by the Institute of Administrative Management (IAM) to deliver specialist development programmes to support your growth as an individual and valued member of the management team.

About your Trainer:

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.

Workshops are held regularly across the UK and at international locations on request.

A PA with PA -Perfect Awareness will have more flexibility, stronger relationships and therefore the ability to work more effectively and efficiently in supporting individuals, teams and the business as a whole.



This training is endorsed by the
Institute of Administrative Management
www.instam.org

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What people say about us

*"Best workshop so far – real
advice for real people – totally
practical and fun"*

RW, PA, NHS

*"One of the most interesting and
informative courses I have ever
done!"*

JC, PA, Legal Firm, London

*"This workshop provides all the
tools to improve and develop
greater communication"*

**NJ, Project Administrator,
Telecommunications**

*"The workshop gave me a new
perspective on awareness and
the importance of flexibility in
thinking. I can now view things
differently"*

**MW, Marketing Executive,
Hotel Group**

*"A must for all PAs or
those working in a 'team'
environment. Gives a greater
understanding of what makes
people tick"*

**LD, Executive Secretary, Private
London Club**

www.yourexcellency.co.uk