

## Principles of Human Resources for Administrative Managers

19<sup>th</sup> January 2017 - London

18<sup>th</sup> May 2017 - London

16<sup>th</sup> November 2017 - London



**As a PA or Administrative Professional are you required to provide HR administrative support and advice? Do you want to learn more about the HR function in your organisation? Do you want to develop an understanding of the recruitment process, how to conduct interviews and monitor performance?**

Being a true business partner and supporting your Management Team is a key role of the PA and Administrator. Therefore, being able to understand the HR function of your business has true value.

### Benefits of the Training

This training provides a comprehensive overview of the key knowledge and skills required to provide accurate and efficient HR advice and support.

You will develop an understanding of the recruitment process, learn how to conduct interviews, monitor performance and be aware of the requirements for human resources records.



This one day training course is a Unit of IQ/IAM Level 3 Award in Professional PA & Administration Skills. By attending 5 one day courses and completing written assignments over a year you can achieve this Qualification. This training can also be attended as a standalone training day and delivered inhouse to your team of administrators.

### About Your Excellency

Your Excellency Limited is a leading edge and friendly organisation. We make learning and understanding fun with interactive sessions that introduce the most up to date knowledge and skills.

We offer 2 PA/Admin Qualifications to support your growth and development.

The IQ/IAM Level 3 Award in Professional PA & Administration Skills is made up of 12 one day courses that can be attended as standalone training options. The IQ/IAM Level 4 Certificate in Office & Administration Management is made up of 4 two day courses that can be attended as standalone training options.

### About your Trainer

Jackie McGuire

Jackie is an independent HR Consultant with in-depth experience operating at senior levels within global businesses in the not-for-profit and commercial sector. She draws on her extensive experience and knowledge to ensure you gain the most up-to-date HR knowledge.



Creating the *"Difference that will make the Difference"*  
for you, your team and your organisation



This training is a Unit of IQ/IAM Level 3 Award in Professional  
PA & Administration Skills  
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**Your Excellency**

YOUR MIND IS YOUR KINGDOM

## What people say about us

*"I had the pleasure of attending a training course with Your Excellency in Dubai – it was an enjoyable, interactive and highly beneficial experience. I have already been able to make use of what I learned. I would definitely more than recommend Your Excellency to give you a training experience that is out of the ordinary."*

**Office Manager,  
National Research  
Foundation, UAE**

*"Thank you very much for delivering a thoroughly detailed and well planned course which kept me engaged throughout. Honestly, it was one of the best courses I've attended in some time and it was all down to your execution!"*

**PA to HNWI, London**

*"Your Excellency ensure your training experience is fun, interactive. They help you identify when you will put your new learning into practice too"*

**Administrator, College  
of Further Education,  
UK**

[www.yourexcellency.co.uk](http://www.yourexcellency.co.uk)