

## The Role of the Executive Personal Assistant

19/20<sup>th</sup> January 2017 – London

18/19<sup>th</sup> April 2017 – London



**Do you want to develop your understanding of the executive personal assistant's role? Do you want to build on your communication skills and evaluate your working practices? Do you want to ensure you are regarded as a credible, professional member of your management team?**

The role of the Executive Personal Assistant is diverse. Very often the "go to" person in your organisation, you need to put into practice the most up-to-date thinking and skills to meet the challenges of your day to day activities.

### Benefits of the Training

You will have an opportunity to evaluate your role and working practices and to consider how you can add the most value and contribution to your management team. You will be introduced to effective communication skills and consider the communication styles of yourself and your team members. Project Management and Time Management skills will be introduced to ensure you can work more effectively and efficiently.



This two day training course is a Unit of IQ/IAM Level 4 Certificate in Office & Administration Management. By attending 3 two day courses and completing written assignments over a year you can achieve this Qualification. The 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 skills and knowledge.

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

Lindsay Taylor

Lindsay is a former EA with first-hand knowledge and experience of the admin profession. As a global PA Trainer, Coach and Author, Lindsay understands the diversity and challenges of the role. She introduces new learning with energy and passion.



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



This training is a Unit of IQ/IAM Level 4 Certificate in Office &  
Administration Management  
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## 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**

*“Lindsay exudes friendly professionalism. It is evident she has a real passion for the PA profession and is hugely knowledgeable in best working practices. She shares instantly useable skills in a down-to-earth manner.”*

**EA, London Legal Firm**

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