

Pica
Aurum



PROJECT MANAGEMENT AND MANAGING UP FOR PAs, EAs, SECRETARIES AND ADMINS

Time: 9.30 am – 5.00 pm daily for two days
Date: 22 and 23 June 2017
Venue: Jurys Inn East Midlands Airport, Castle Donington, Derby, UK.

COURSE LEADER

Angela Garry is a fully qualified teacher and has worked in administrative roles in England and Ireland since 1991. She has over 18 years' experience in Personal Assistant roles, and has worked in a range of industries including a utility company, an engineering consultancy, an international seaport, a training company and three Universities. In her most recent PA role, Angela spent five years as the Principal's Personal Assistant in an Academy for 11 to 19 year olds in Nottingham.



Shortlisted for both the UK "Headteachers' PA of the Year" and "The Times / Hays PA of the Year" awards in 2011, Angela has combined her teaching and PA skills to become a renowned trainer, mentor and coach for Personal Assistants and Administrators. On business networking site LinkedIn, Angela is the most connected Personal Assistant and PA Trainer globally.

A much sought-after motivational speaker, Angela has delivered successful training / networking events and seminars plus mentoring and coaching for more than 4,600 attendees in 32 countries worldwide since 2010, under her company **Pica Aurum** (www.picaaurum.com). This includes programmes for corporate and charity client organisations, plus workshops specifically targeted for Headteachers' PAs and Administrative staff from over 400 International Schools worldwide and State and Independent Schools in the UK.

Her first book "Brave PAs" – targeted specifically at PAs and Administrative staff working in education – was published to great acclaim in March 2015, and she is the Owner / Editor for EDPA (the leading magazine for Headteachers' PAs).

ABOUT THE WORKSHOP

This two-day programme offered by Angela Garry, has been designed specifically to build the various management skills required by PAs and administrative staff in the ever-changing environment.

COURSE CONTENTS

The roles of the International School Personal Assistant and Administrative staff evolve constantly – along with the ever-changing working environment. Following successful courses for this audience from 2012 onwards, this is a programme designed to build your management skills, in two themed days.

DAY ONE: MANAGING PROJECTS, PROBLEMS AND DECISIONS

DAY TWO: MANAGING UP AND KEEPING UP: THE FUTURE OF YOUR ROLE.

Sessions are a mixture of direct tuition with both large and small discussion groups. Some practical elements are included so that thoughts and evaluations can be shared and compared. The two days will include between 5 ½ and 6 hours of tuition per day.

COURSE PROGRAMME

DAY ONE

MANAGING PROJECTS, PROBLEMS AND DECISIONS

UNDERSTANDING, DEVELOPING AND WORKING WITH REALISTIC PROJECT PLANS

An essential introduction to the skills and processes that spell project management success – scheduling, budgeting and planning.

Learn the Project Management Book of Knowledge (PMI/PMP) method of taking a project from conception to completion.



UNDERSTANDING, DEVELOPING AND WORKING WITH REALISTIC PROJECT PLANS

Defining project management

- Planning and controlling projects
- Meeting project objectives
- Solving project problems
- Managing time and priorities
- Coordinating work done by others
- Improving communication skills

Project Planning

- Generating a Project Plan
- The importance of Phases
- Implementing the Plan
- Management of Risk
- Project Team Roles
- The Critical Path

Running the Project

- Posting Project Progress
- Project Controls
- Managing Variance
- Reporting
- Closing the Project
- Post Project Review
- Learning from each project

Also included: tips on organising a large event, plus a range of problem-solving and decision-making skills which will be vital in managing projects, and using Mind Mapping Techniques and Gantt charts.

DAY TWO:

MANAGING UP AND KEEPING UP: THE FUTURE OF YOUR ROLE

This day concentrates on developing your role, your working relationships, and adding value to your position in the school:



- Talent management and the future of the role of the PA / EA.
Where has the role come from, predictions on where is it going, technological advances, how to work it to your advantage, planning for YOUR future.
- Your working relationship with your Executive / Manager:
The four types of relationship, and some vital tips on managing your manager.
- “SP2PB” Self-preservation to prevent burnout:
Stress-busting – how to spot stress in yourself and others, how to combat it, and methods to achieve work / life balance.
- Integrating the many parts of the PA & EA:
Your role, responsibilities / duties / tasks / areas of expertise, challenges, pitfalls, integrating all the individual parts, looking to the future.
- Career Progression & change management:
Change is a constant in all international schools. How do you best prepare for this, and how can you provide an effective interface between your leadership team and your colleagues when change is imminent?
- Connecting and building relationships
Networking (Twitter, LinkedIn, email, local / national / international networks), and how it can change your life and how you approach your job.
Including a masterclass on using LinkedIn.
- Sources of resources:
What, where and how to find some invaluable resources to assist with your further development.

Bookings: via <https://picaaurum2017-eastmidands.eventbrite.co.uk/>

ALL bookings MUST be paid in full PRIOR to attendance, otherwise admittance may be refused.

Angela Garry, CEO

PICA AURUM – Global PA Training

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