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Multi Award – Winning Assistant Training

Today's Assistant Conference

14th November 2019

Geneva

Today's Assistant Conference gathers together the Assistant community and offers high quality educational content as well as outstanding networking opportunities.

www.todayassistant.ch

Agenda

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 9:00 – 9:10	Opening Remarks Managing Your Manager, Interruptions and Stress This session will provide you with tips and advice to help you understand your manager better, to provide more effective support, and to get the best from your working relationship. You will also take away some useful tips that can help you manage not just your time, but your manager's time, more effectively and productively and reduce your stress levels at work.
 9:10 – 10:20	Topics covered include: <ul style="list-style-type: none">★ Getting to know your manager★ Managing upwards★ Identifying and reducing stress factors★ Time management tricks to avoid stress★ Dealing with interruptions★ Delegation
 10:20 – 10:30	Q&A
 10:30– 10:50	Coffee & Networking
 10:50 – 11:50	Save 90 Minutes a Day Using Outlook Outlook is now a mature and fully-fledged assistant for you; learning to exploit its capabilities will help you make the most of your time and simplify and automate office tasks that until now have been tediously manual or just impossible. Tips covered include: <ul style="list-style-type: none">★ Using Outlook Categories in ways you never dreamed of★ Manage your and your manager's projects with the Tasks function★ Complex scheduling with your Outlook Calendar★ Creating perfect Contacts in Outlook with one click★ Creating email templates in seconds★ Sending out personalised emails through mail merge
 11:50– 12:00	Q&A
 12:00 – 13:00	Lunch

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	<p>Gaining Confidence at Work by Being More Assertive</p> <p>This session will help you acquire the confidence and assertiveness to be the assistant your manager needs. As a result, you will feel much more comfortable in your role, making decisions, dealing with clients, and asking colleagues to carry out those tasks that will advance the objectives of your organisation.</p>
 13:00 – 14:00	<p>Topics covered include:</p> <ul style="list-style-type: none">★ What is assertive behaviour★ Things to say and things to do in order to be more assertive★ Being who you are and saying what you feel★ Persuasion tips★ Saying “no” with confidence and not feeling guilty
 14:00 – 14:10	<p>Q&A</p>
 14:10 – 14:30	<p>Coffee & Networking</p>
 14:30– 15:30	<p>Magic Moments with Microsoft (Word, PowerPoint & Excel)</p> <p>An enormous number of us, PAs, use the world's most popular software Microsoft Office on a daily basis. Yet only a few of us can truly call ourselves masters. We tend to use familiar features and functions and ignore the rest. Yes, we can send a group email but did you know you can also personalise each message through mail merge. Did you ever think of re-branding your presentations and documents in the exact colours of your company logo? And do we simply leave Excel off the equation because we feel it is really only for accountants? Microsoft Office Certified Expert Paul promises to make you love Microsoft a little more again. You will learn how to use it effectively to produce amazing professional documents, spreadsheets and presentations, and with the use of our breath-taking shortcuts, it needn't take you hours!</p>
 15:30 – 15:40	<p>Q&A</p>
 15:40 – 16:00	<p>Closing remarks</p>
 16:00	<p>Drinks & Networking</p>

Your Trainer



Paul Pennant

Founder, Managing Director and principal trainer for Today's Assistant (known as Today's PA in the UK)

Since the company was founded in 2005, Today's PA has always been focusing on providing highly practical training for Personal Assistants, Executive Assistants and other office professionals. Today's PA was named "Best PA Training Provider in the UK" five years running, having been voted for by thousands of PAs and EAs in the pa-assist.com Members' Voice Awards 2014, 2015, 2016, 2017 and 2018.

Paul started Today's PA with a clear vision: to take his own experiences as an Assistant, office manager and business director and create training courses that meet the challenging real-world needs and aspirations of modern business professionals. Paul has personally taught Assistants from over 4000 companies in over 80 countries around the world.

With the rapid advances in technology Paul has specialised in helping assistants to utilise this technology to save time and reduce stress.

“

I just wanted to thank you for providing such a stimulating and thought-provoking course. I will certainly be implementing the tips and suggestions just as soon as I can. I returned to the office today with renewed vigour and cannot wait for the positive changes to start happening. You're one smart cookie – keep doing what you're doing, only good things can happen by taking the Today's PA training and I, for one, will spread the word!

Hayley North – Microsoft

“

Today we had a brilliant course on Time Management using Outlook. Paul Pennant is an amazing trainer and to deliver to a room of trainers he did an awesome job... Really recommend Paul and company.

Stuart Sykes – DHL

Your Investment

★ CHF 499,- (standard price)

★ CHF 399,- (non-profit organisations)

Group bookings – Table of 8 delegates

★ CHF 2994,- (standard price)

★ CHF 2394,- (non-profit organisations)

I cannot praise this course enough, very informative – a real eye opener to what you can do to be more productive. I already feel like a better PA just by the knowledge I have gained.

Laura Holman - MTU UK Ltd

I walked out feeling more confident, empowered, motivated, competent and less stressed than I have ever felt. I could not wait to get into the office.

Joanne Mayes - Pharmorphix

There is simply no greater trainer out there than Paul Pennant. I brought him to Facebook today & he blew everyone away. Book him now.

Eleanor Marshall - Facebook

More details and booking

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Organiser


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