



todayspa.co.uk

Managing Successful Projects & Events

1 Day Course

Multi Award - Winning
PA Course



Multi award-winning training for today's PAs, EAs and office professionals



Awarded
"Best PA
Training
Provider"
in the UK in

2014 2015

2016

and

2017

“

This course is amazing! I was not expecting the content that was delivered... I can't believe that there is not more training like this. I have never been on any other training course where I have learnt as much as I did today. This training is revolutionary!"

Gemma Jones – Network Rail

“

Course was above, beyond my expectations. never attended a course that was as high energy and informative."

Gillian Craig – William Grant & Sons



Our delegates work in



“

One of the best courses I have attended. Content which was delivered will completely change the way in which I have previously worked. You have saved me hours of my time by showing me in just a few steps!"

Hayley – Revival Group





I developed Today's PA with a clear vision: to take my own experiences as a PA, Office Manager and business director, and create training courses to meet the real-world needs and aspirations of today's office professionals. I can promise that your organisation's investment in **Managing Successful Projects and Events course** will pay dividends.

Our courses and workshops are designed to engage and entertain, as well as inform – we promise to make the duller subjects interesting! Equipped with new knowledge and skills, your working life will become easier and more successful – and enjoyable – than you could ever imagine.

I look forward to meeting you.

PAul Pennant
Managing Director and Lead Trainer



“

I have just realised that it is 10 years this summer since I attended the course! I have found the things I learnt then invaluable in my career ever since and have helped other people too by showing them things I learnt on the course. Thank you – it really was the best course I have ever attended.”

Debbie Kean – *Software Cloud Ltd*

“

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*

Managing Successful Projects and Events

Today's PA's duties do not start and end with looking after the boss's calendar. Top PAs are now taking on more and more responsibilities including managing projects and organising events. On Day 4, we take you through a project life cycle and show you how to make it a shining success, earning you praise and gratitude from your boss, and respect and admiration from your colleagues.

Isn't it funny how what seemed to be a simple task (at least to your boss) can easily turn into a more complex project, gobbling up your time, as well as resources? If you want to be more effective in managing your projects, to feel more in control of team members and deadline dates, or get the best from your project planning tools, then this course is for you!

**"By failing to prepare you are preparing to fail."
- Benjamin Franklin**

During the first part of the day, your trainer will take you through the project management process:

- ★ Project specification – defining aims, scope, objectives, stakeholders and risks
- ★ Detailed task analysis
- ★ Project schedule
- ★ Resource planning
- ★ Budget planning
- ★ Risk analysis and contingency planning
- ★ Communication plan

We will provide you with comprehensive checklists and other useful materials to turn the process of managing a project or organising an event into a simple task.



The course was very informative and has helped me to ensure I run my events more efficiently! Thank you!"

Tim Swaby – *Hilton Worldwide*

The second half of the day is dedicated to managing successful events. Every event is a project of its own, and by this stage you will already have a clear picture of the main steps you need to take to make the whole process run smoothly. The afternoon will cover some specifics of organising events:

- ★ Different types of events
- ★ Describing target audiences
- ★ Setting clear goals
- ★ Choosing the best time and venue for your event
- ★ Tips on saving money and negotiating with suppliers
- ★ Reaching your target audience and marketing your event



I have attended a few of the Today's PA courses, and they have been the most valuable training courses I have been on! Paul's team offer a first class service and I would recommend to anyone looking to develop their skills to get in contact with Today's PA."

Gillian Lindsay – *ACCA Global*



Venue, fee and locations

Please visit
www.todayspa.co.uk



Timings

9:00 - 17:00

Upgrade to Today's PA 5 Day Academy

The Managing Successful Projects & Events Course is just day 4 of the Today's PA 5 Day Academy. The full Academy covers:

- Day 1 – The Assertive PA
- Day 2 – Microsoft Outlook Masterclass
- Day 3 – Microsoft Word, PowerPoint and Excel Masterclass
- Day 4 – Managing Successful Projects and Events
- Day 5 – Minute Writing Made Simple

A professional trainer for professional PAs

Your principal trainer, PAul Pennant has been a highly-successful PA and Office Manager, and is now Managing Director of Today's PA. PAul has a post-graduate degree in Business Studies, and also studied for a Masters in Business Psychology. He specialises in helping PAs get the most out of office technology, and he is now a Certified Microsoft Office Expert. His leadership of Today's PA has resulted in the company winning "Best PA Training Provider" four years running (2014, 2015, 2016 and 2017). There are few if any trainers better qualified to deliver and lead this workshop for today's PAs.

We can boast enviable credentials

- ★ Today's PA has been named as "Best PA Training Provider" in the pa-assist.com Members' Voice Awards four years running (in 2014, 2015, 2016 and 2017). The award is the voice of the PA community around the UK.
- ★ Over 4000 organisations, many of them blue-chip, have sent PAs to be trained successfully by Today's PA.
- ★ Our delegates work in over 80 countries around the world
- ★ PAs fly into the UK from around the world to attend our courses
- ★ The Managing Successful Projects & Events Course is endorsed by The Institute of Administrative Management (IAM)

Style of Delivery

With a day to impart so much information effectively, we use a variety of training techniques to ensure you retain what you've learnt, and can put it into practice immediately on your return to the office. Providing direct after-course support via email and social networks plays an essential part in this process. The techniques include:

- ★ No PowerPoint!
- ★ No Role Plays
- ★ Our promise to change you
- ★ Comprehensive handouts
- ★ Accelerated learning
- ★ High delegate participation
- ★ Very practically-based
- ★ Real-life examples
- ★ Tutorial instruction
- ★ Case studies
- ★ Group work



I attended the Today's PA two day course in April, and I can honestly say it was the best training course I have ever been on! Having worked first hand as a Personal Assistant, Paul is able to articulate the difficult situations that PA's can face in imaginative and inventive ways. The support Paul and his team offers didn't stop there, with guidance available long after I'd left the classroom"

Amanda Snowdon – Leeds University

Pre-course assessment

When you commit your valuable time to this course, we want you to know that we understand and recognise that commitment. We want to do everything we can to ensure that the workshop is thoroughly worthwhile for you. Being properly prepared will play a key part in achieving that success. Indeed, your success is our success.

If you get what we promise from the course – and we know you will – we're confident you'll recommend us to peers and colleagues. Just before you attend the course, we would like you to complete a short questionnaire to give us a snapshot of the kind of person and PA you are, how you became a PA, your issues and frustrations, hopes and ambitions.

When you arrive, you'll be able to feel that you're among friends who understand you – and you are, because your trainers and course designers have all been where you are now. Doesn't that give you a warm, fuzzy feeling?

Post-course support

Once the workshop is over, we don't just wave you goodbye and close the door. When you leave, you take with you our ongoing commitment to your success, including:

- ★ Free membership of the Today's PA network
- ★ Professional help and information - just an email or phone call away
- ★ Weekly newsletters with useful resources and advice
- ★ 'Hot tips' email alerts to keep you up to date with the latest advice and info on new courses
- ★ Invitations to PA events and discounts from our partners
- ★ Special offers for further Today's PA courses and the annual Today's PA Conference

We speak at your conference

Few speakers are as motivational and inspirational as PAul Pennant. He will bring a touch of training magic to your conference, and ensure that no-one is nodding off or playing games on their iPhone! PAul has spoken at many conferences in the UK and abroad, and presented seminars at the office* show, the Meeting Show, OMPA, The PA Hub, local and internal PA networks, to name a few. He is experienced, witty and captivating – just what your delegates need.

A training course that really scores

All Today's PA delegates are asked to evaluate the course as it finishes. Delegates regularly give us 5 out of 5 – and 1 in 6 have said it's the best course they have ever attended!

In-house bespoke training

If you can't make it to one of our venues, don't despair – why not let us come to you? There are many good reasons for keeping the course in-house: it makes for greater efficiency, and ensures everything is focussed on your organisation. The course can be tailored to your organisation's specific needs, to perfectly align with its culture and values. Your PAs can also network and share their experiences of the course, thus strengthening the PA role within your organisation. Contact us to discuss your training needs.

Today's PA Conference

Launched in 2015, the Today's PA Conference is an annual two-day event held in August at a prestigious Central London venue. It gathers together the PA community from across the country, and offers high quality educational content as well as outstanding networking opportunities. The Conference attracts over one hundred PAs, EAs, and other office professionals each year.

For more information about this year's event, visit www.todaysPAconference.co.uk

“

The conference surpassed my expectations. I enjoyed it so much and felt empowered at the end and with a new lease of life for my new role as PA!”

Lucy Taylor – *Seatriever International Holdings Ltd*

“

I thoroughly enjoyed the conference and found the speakers to be very informative; a very diverse and good selection of speakers there. I took away a number of pointers that I can transfer to my own EA role.”

Kirsty Whitton – *Deloitte LLP*

“

I hired Paul to provide personal development to 10 board level PAs at Enterprise Plc in the form of a 2 day training session. The session covered a wide variety of subjects that he tailored to meet the needs of the PAs. The course was conducted at our offices and was excellent value for money. I cannot rate Paul's teaching highly enough, he gave us all a fresh perspective on PA working, saved us all time and provided brilliant tips. He understood completely how a PA works (as he has been one) and what a boss demands (as he is one). I would have no hesitation in recommending Paul as a provider of PA training.”

Elisabeth Lloyd – *Enterprise*

“

I learnt a great deal from the Today's PA course. Not only was it extremely beneficial, it was enjoyable, well organised and packed full of useful, practical tips. By using the tips and putting new systems in place, as soon as I returned to work, it made me more organised and allowed me extra time to concentrate on other, more important things. I highly recommend this course and already have another four colleagues booked to attend it.”

Simonè Meier – *Executive Assistant to the CEO of Cancer Research UK*

“

I would just like to say thank you for such a fantastic event. This was my first PA conference and I took away some really valuable tips, tricks and contacts back to the office. The set-up, venue and speakers were a brilliant choice.”

Charlotte Smith – *University of Cambridge*

Name dropping

