

Managing Successful Projects & Events



projects@todayspa.co.uk
or call us on 020 7622 2400


todayspa.co.uk
Award Winning PA Training

Award Winning Training for Today's PAs & EAs

Today's PA focuses on providing highly practical training for Personal Assistants, Executive Assistants, and other Office Professionals. Our hundreds of testimonials say we have succeeded. Since the company was founded in 2005, we have trained over 4000 companies and our graduates work in over 80 countries around the world.

In 2014 Today's PA was named The Best PA Training Provider in the UK, having been voted for by thousands of PAs in the pa-assist.com Members' Voice Award.

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 that meet the real-world needs and aspirations of hardworking people like today's PAs. I can promise your organisation's investment in Today's PA courses will pay dividends.

Our courses and workshops are designed to engage and entertain, as well as inform – that's how we can promise to make what can seem to be the duller subjects interesting.

Paul Pennant

Managing Director and Lead Trainer
Today's PA

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"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

"Thank you to Paul and the rest of the class for a very fun and enlightening class. Paul, the quality of your work and attention to detail coupled with your engaging and personable manner made this course unique, enjoyable and extremely useful".

Madeline
O'Shaughnessy-Hunter
- Paralympics GB

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Managing Successful Projects & Events

(Handouts 130 + Pages)

Today's PA's duties do not end with looking after your boss' calendar. Top PAs are now taking on more responsibilities such as managing projects and events. This course will take you through a project life cycle and how to make a shining success of the earning you praise and gratitude from your boss and respect and admiration from your colleagues.

Isn't it funny how often what seemed like a simple task (at least to your boss) when you were given it, can easily turn into a project, gobbling up your time, as well as resources? If you need to be more effective in managing your tasks and projects and want to feel more in control of involved colleagues and deadlines and get help from project planning tools, then this one-day workshop for non-project managers is for you!

The day will cover:

- ★ Developing and understanding of project manager skills and processes
- ★ Understanding the project 'life cycle'
- ★ Defining project objectives and creating a communication plan
- ★ Project scheduling and resource planning
- ★ Roles and responsibilities
- ★ Tracking and project reporting
- ★ Problem and issue management
- ★ Measuring the success of your project
- ★ Project sign off and closure
- ★ Contingency planning
- ★ Acquire the critical knowledge and skills you need to guarantee success
- ★ Set realistic budgetary and delivery expectations for your manager
- ★ Discover how to balance your daily workload with planning an event
- ★ Venue hire and technical requirements
- ★ Invites, marketing and promotion
- ★ Make every event your own - and get the credit you deserve



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



"Absolutely brilliant! The best course I have been on. The trainer was fantastic. Enjoyed every single minute of it."
Kate Worrall - Banctec

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Venue & Fee

See www.todayspa.co.uk

Discounts on Today's PA Training

We have great savings schemes that have been designed to help both individual delegates and organisations continue their professional development and make their training budgets go further.

- 2-3 5% off
- 4-7 10% off
- 8-10 15% off
- 10+ Call 020 7622 2400 or email info@todayspa.co.uk for more details

Public Sector and not-for-profit organisations get £50 off a day's rate.

Timings

9:00 - 17:00

Upgrade to Today's PA 5 Day Academy

Managing Successful Projects & Events is just Day 4 of our Today's PA 5 Day Academy. The whole Academy covers:

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

This course can be taken as a 5 Day Academy or in any combination of your choice.

Advanced Academy

We are delighted to announce an additional 5 days to our flagship PA Academy. Are you a senior PA, EA, Secretary or Office Manager? Then this course is ideal for you!

- Day 1
PA The Confident Communicator
- Day 2
Outlook Expert
- Day 3
Word and PowerPoint Expert
- Day 4
Excel Expert
- Day 5
Managing Difficult People

This course can be taken as a 5 Day Academy or in any combination of your choice.

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 PA. With a post-graduate degree in business studies Paul also studied a Master in Business Psychology. In addition he is a Certified Microsoft Office Expert. PAul's leadership of Today's PA resulted in his company winning Best PA Training Provider in 2014. Few if any trainers are better qualified to deliver and lead the workshop for Today's PAs – for you.

We have enviable credentials and boast:

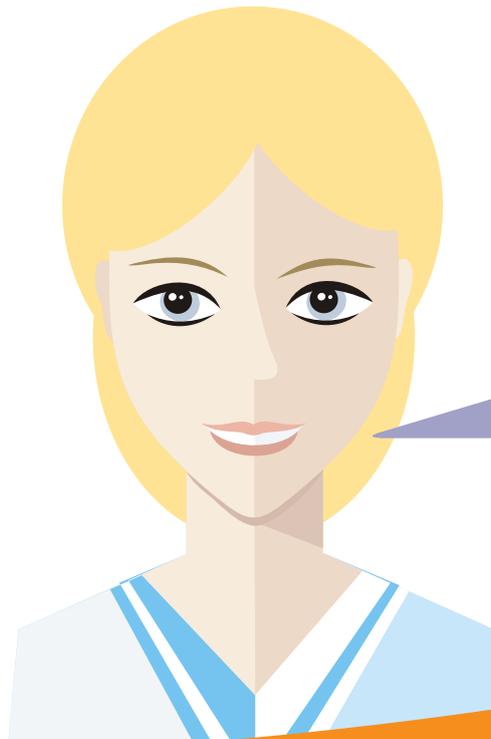
- ★ Today's PA has been named as The Best PA Training Provider in the pa-assist.com Members' Voice Awards 2014-15. The award is the voice of the PA community around the UK with 1000s of PA's having voted.
- ★ PAs from over 80 countries have attended our workshops
- ★ Over 4000 companies, many of them blue-chip, have sent PAs to be trained successfully by Today's PA
- ★ PAs fly into the UK from around the world to attend
- ★ PAul is the UK's agony uncle for PAs and secretaries www.deskdemon.com
- ★ Paul is a Certified Microsoft Office Expert.

★ With five days to impart so much information effectively, we use a variety of training techniques to ensure that PAs retain what they have learnt and return to work able to implement their new knowledge immediately. Providing direct after-course support via email and social networks therefore plays an essential part in this process. The techniques include:

- ★ Accelerated learning
- ★ High delegate participation
- ★ Absolutely NO PowerPoint
- ★ Very practically-based
- ★ Our promise to change you
- ★ Tutorial instruction
- ★ Informative and engaging videos
- ★ Role-play (by volunteers; no victims)
- ★ Case studies
- ★ Group work

Flying doctor service

This service is both a complement and an alternative to the Today's PA 5 Day Academy. Our powerful, one-day, 'flying doctor' service is the distillation of all the knowledge and wisdom accumulated from running many Today's PA courses and meeting and working with PAs from diverse backgrounds. Our consultant visits your office to meet both PA and manager, separately and jointly, in order to help them work more effectively together. The consultant then spends most of the day with the PA and finishes with a three-way meeting to agree action plans.



"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 (Libby) Lloyd – Enterprise

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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 dropping off or playing games on their iPhone. PAul has given speeches at a number of conferences, as well as presenting seminars at the Times Crème, The Office* Show, The Meeting Show, OMPA, The PA Hub and many more. So he's experienced, witty and captivating – just what your delegates need.

Something for nothing - that's priceless

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, which includes:

- ★ Free membership of the Today's PA network
- ★ Email support from a nationwide network of experienced PAs
- ★ Annual conference
- ★ A platform to voice your opinions through our regular email newsletter
- ★ Professional help and information just a phone call away
- ★ Ongoing help with time-saving tips to make your day easier
- ★ Experienced help with finding venues and accommodation world-wide, including Newcastle and Abuja
- ★ 'Hot tips' email alerts to keep you up to date with the latest advice and info on new courses

Questions, questions, questions

When you commit five valuable days of your time to Today's PA Academy, 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 Academy – and we know you will – we are confident you will recommend it to peers and colleagues. So we would like you to complete a short questionnaire, just before you attend the workshop, in order to give us a snapshot of the kind of person and PA you are, how you became a PA and what are your issues, frustrations, hopes and ambitions.

When you arrive at the workshop, you will be able to feel that you are 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?

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've ever attended.

In-house bespoke training

Even if you can't make it to one of our venues, don't despair – why not let us come to you? Your offices may, or may not, lack the ambience of Regent's University but in every other respect we will ensure that the experience is comparable.

There are many good reasons for keeping the course in-house: it makes for greater efficiency and ensures everything is focussed on your organisation's business. The course can be adapted to your organisation's specific needs so that it perfectly aligns 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.



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.
Simonë Meier - Cancer Research UK

"I thoroughly enjoyed the course. The trainer was engaging and kept my full attention. I would definitely recommend him."

Stephanie Harris, Moorfields Eye Hospital



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Courses We Deliver

Open Courses

Our open courses are currently held in Central London and Edinburgh.

Below is a sample of some of the courses we deliver. The two academies can be taken as a 5 or 10 day academy or in any combination you choose.

Contact us to find out more about other training solutions we offer.

5 Day Academy

The Assertive PA

Outlook Masterclass

Word, PowerPoint and Excel Masterclass

Minute Writing Made Simple

Managing Successful Projects and Events

Advanced 5 Day Academy

PA The Confident Communicator

Dealing with Difficult People

Outlook Expert

Word and PowerPoint Expert

Excel Expert

In House training

All our courses can be delivered at your venue. It makes for greater efficiency and ensures everything is focussed on your organisation's business, with the course adapted to perfectly align with its culture and values.

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Today's PA

CONFERENCE & AWARDS

#10kPA

It's an annual two day event that gathers together the PA community and offers high quality educational content as well as outstanding networking opportunities.

The second day concludes with an awards ceremony, the highlight of which is the UK's best PA being awarded £10,000.

Visit www.todaysPAconference.co.uk for more information.



"I would rate the event a 10, it was excellent! The speakers were inspiring and very relatable. It was brilliant to meet and interact with people who share similar interests and who work in similar areas of work. The venue and set up was outstanding, your hard work definitely paid off! I would definitely encourage everybody to attend your conferences/training courses!"

Danielle Davis, Active Luton



"The event was well thought out and executed. I don't know if it was deliberately crafted that it went (1) big up the PA to feel their value, followed by (2) inspirational speakers, followed by (3) practical advice, hints, tips and expert panel and finally (4) get the technology to work for you, but if it was designed that way gold star to whomever dreamt that up."

Amanda Bennet, Avon and Somerset PCC

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Name Dropping

When you sign up for the Today's PA workshop, we can guarantee you'll be in good company. Below are just some of the 4000 companies from 80 countries who have sent PAs to the Today's PA workshop recently.



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