



## Skills For Personal Assistants

Personal assistants are critical staff members to have in the administrative office. They are the sole support for any administrative officer's duties, both official and personal. They are not quite like executive assistants, who do perform all of the personal assistant's duties, but do not execute any personal duties to their administrative officer, and their duties do not delegate them to a single person. However, it is imperative to have a skilled personal assistant for all the various needs that an administrative officer may have, from standing in during absences, to managing schedules.

This training course is therefore set to train your personal assistants to acquire the necessary skills for the position.

## **Course Overview**

You will spend the first part of the session getting to know other participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

### **This workshop will help teach participants how to:**

- Develop communication skills.
- Build good relationship with your supervisor
- Learn how to effectively manage meetings.

## **Working With Supervisor**

To begin the workshop, we will discuss how to adapt your supervisor's styles, anticipate their needs, conduct your responsibilities, and when to take the initiative.

## **Administrative Soft Skills**

During this session, participants will know what social intelligence is, basic business acumen, office management, and active listening.

## **Effective Time Management**

In this session, participants will be how to develop effective management plan and the things to consider when creating it.

## **Meeting Management**

In this session, participants will learn all the essentials and significance of a meeting.

## **Tools of the Trade**

This session will discuss the mail protocol, office machinery, computer and software skills, communication skills, and other needed tools for trading.

## **Workshop Wrap-Up**

At the end of the day, students will have an opportunity to ask questions and fill out an action plan.

Visit <https://paramountraining.com.au> for more information or call 1300 810 725