



Invites you to

## ESSENTIAL PERSONAL AND EXECUTIVE ASSISTANTS' TRAINING PROGRAMME

### COURSE BACKGROUND

The Personal Assistant role is becoming increasingly similar to that of Executive Assistants. As employers become more aware that titles are powerful incentives for employee recruitment and retention, these titles are used interchangeably. Personal and Executive Assistants have always been assets to their organisations. This programme is designed to comprehensively review the core PA and EA skills to fill in gaps, ideals and finesse in the areas of travel, planning, meeting, time management, email management, diary management, minutes taking, business writing, office management and more.

### COURSE OBJECTIVE

- My Development Plan: My Career, My Life, My Future
- Enhance knowledge that will enable participants to remain in tune with modern trends in their roles
- Provide strategies that would enable participants keep up-to-date with industry best practices
- Provide strategies for staying on track with continuous professional development
- Equip participants with time management & prioritisation techniques
- Equip participants with strategies for improving their professional relationships with their bosses and how to anticipate their needs

### WHO SHOULD ATTEND?

- New or Existing Personal Assistants
- New or Existing Executive Assistants
- Private Secretaries
- Stenographer Secretaries
- Administrative Assistants and Officers
- Clerks
- Office Managers
- New University Graduates

### VENUE:

**National Banking College, No. 3 Odoi Kwao Street  
Airport Residential Area, Accra, Ghana**

### TIME:

**9AM- 5PM**

#### **PAs & EAs IN THE FINANCIAL SERVICES**

**DATE: 12<sup>th</sup> – 13<sup>th</sup> July 2017**

**FEE: GHC 800.00**

#### **PAs & EAs IN THE PUBLIC SECTOR- MMDAs, SOEs, Ministries, ETC**

**DATE: 19<sup>th</sup> – 20<sup>th</sup> July 2017**

**FEE: GHC 800.00**

For further details please call our Programmes Team on 0307 001155, 0503401356, email us on: [programmes@nbc.edu.gh](mailto:programmes@nbc.edu.gh) or register online at [www.nbc.edu.gh](http://www.nbc.edu.gh)

————— We Look Forward to Your Participation —————