The Secrets of Top Performing PAs

Training DVDs Box Set



We are delighted to introduce the very first set of training DVDs to provide high quality and relevant development to Personal Assistants, a brand new and innovative way to experience Personal Assistant Training.

Available from 25th June 2010

Pre-release offer: £750.00 +VAT & PP Save £149.00!!!

Available to order NOW!!

A limited amount of pre-release copies are available to order from 20th May 2010 until midnight on 24th June 2010. Payment for the pre-release offer must be received before the closing date of the offer to qualify. After the offer expires on 24th June The Secrets of Top Performing PAs DVDs are available at their full cost of £899 + VAT & PP.

To order your copy online visit: www.Top-Performing-PAs.com

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These training DVDs have been exclusively designed to provide comprehensive and relevant training to PAs and are a ground-breaking new way to meet those professional development needs. It negates the need to be absent from the office to physically attend a training course, without losing the impact of attending a course in person. You'll receive the same high quality training content whilst saving you time and money and provide you with a resource that you can go back to for years to come.

The training material within these DVDs has been specifically developed to enable you to advance and grow in your role as a Personal Assistant. Whether you are just starting out your career as a PA or have several years experience under your belt, you will find new and successful ways to develop yourself, your business relationships and your role. If you are the only PA in your organisation it will give you benchmarks on best practice, and if you are one of many PAs in your company, it will give you, and your colleagues, the opportunity to move through the training together, share the learning experience and generate ideas and discussions. You'll be able to support each other through a process of positive change of how you are working with your Manager and structuring your priorities. Additionally, you'll have access to downloadable templates to work from and will create your own personal Development Action Plan along with watching our team of actors demonstrate the key learning points to reinforce and embed the learning.

The training provides you with the core skills to become a Top Performing PA, giving you clear processes to enable you to indentify and support the critical business needs of your Manager, the training enables you to: Clarify the boundaries of your role, develop your communication skills and increase your capacity to positively influence the key people within your working life, consequently become a fully integrated member of your Managers team with influence and authority. It will provide you with structures and systems to ensure that you are meeting, and exceeding, the expectations of your Manager by adding value to your role. You'll be learning powerful techniques on how to develop and strengthen a robust business partnership with your Manager.

This training provides the core skills to operate at the peak of your potential alongside your Manager, asking you to step outside your comfort zone and develop the skills that the Top Performing PAs in the world use, giving you tried and tested models of best practice. Designed and delivered by Susie Barron-Stubley, Managing Director of Castalia Coaching and Training and adapted from her internationally acclaimed PA training programmes.

The training is reinforced by demonstrations of behaviours and best practice by our team of actors throughout the DVDs and you will see them make the transition from an ineffective PA/ Manager relationship, to a fluid fully functioning Business Partner/Manager partnership. You will see tried and tested models of best practice and practical ways to integrate the skills here into your own working life. Included within the training are downloadable templates to enable you to structure and plan your own development.

The DVD includes special bonus features of an interview with Susie Barron-Stubley, the creator and presenter of the The Secrets of Top Performing PAs DVDs, by Mike Caridia, Managing Director of PA-Assist.com, plus a discussion on the future role of Personal Assistants between, Susie Barron-Stubley, Gareth Osborne, Director General of The Association of PAs and Mike Caridia of PA-Assist.com.

The Secrets of Top Performing PAs DVDs will revolutionise how Personal Assistants around the world, can access high quality and relevant training - and the best thing is, it can be watched over and over again or with groups of PAs to learn together and share ideas.

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www.Top-Performing-PAs.com

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ORDER FORM

To order your pre-lease copy of The Secrets of Top Performing PAs Training DVDs, please enter your details below and email back to enquiries@castalia-coaching.com or fax back to + 44 (0) 207 717 9645. You will be sent an invoice on receipt of your order along with details on how to make payment. Once we have received payment you will be sent your copy of the DVD by registered delivery on 25th June 2010. To qualify for the pre-release special ***saving of £149.00*** payment must be received by 24th June 2010.

Cost:

Pre-release offer valid until 25th June 2010: £750.00 + 17.5% VAT + PP

Cost after 25th June 2010: £899.00 + 17.5% VAT + PP

Postage and Packaging costs:

1st class registered post to: UK: **£6.00**, Mainland Europe: **£7.50**, Rest of World: **£8.50**

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