

PA Academy

Take your experience of the acclaimed Today's PA workshop to the next level

Unless you've been Buzz Lightyear's PA on a mission to Mars for the last year or so, you will already know that Today's PA has become the #1 course for PAs and other office support professionals. Today's PA is currently the most talked-about phenomenon in business training and it's making waves all over the world. So how can we improve on it? Easy: we just extended it to five days by expanding the most popular sessions on the two-day course and added compelling new material. The result is more one-to-one contact time with your trainer and more opportunities to interact and share ideas and experiences with your fellow PAs.

Whether you are a novice or experienced PA, the brand new 5-day 'PA Academy' is the ultimate total immersion course for your profession. But don't think it's all work and no play, because the course also includes a brilliant day out with your trainer and your peers in central London.

What's it all about?

Ideal for those embarking on the role of PA, the comprehensive nature of the PA Academy means there will be elements familiar to the more experienced, but as the course builds and expands on the content of the Today's PA workshop, even battle-hardened PAs will find rich seams of new material to mine. If you haven't already taken part in the Today's PA workshop, visit the course page for more information, then return to this page to discover what else is included in PA Academy.

Tell me more!

Ok, here's a good example of how Office can take some of the load off your shoulders: your boss has asked you to invite 1,000 people to the Christmas party - how are you going to do it? Easy: enable Outlook's voting buttons in the invitation email, creating separate folders for 'Accept' and 'Decline' replies and setting up rules to divert the responses into the right folders. Autoreplies can also be set up so 'Accept' replies are sent an email with venue, map and timing details, while 'Decline' replies are sent a simple 'Thankyou'. The beauty of this is, that once it is set up - which really is easy to do - you won't have to lift a finger. Sounds great, doesn't it - and just think how much time it can save you?

As well as the expanded Today's PA sessions, we've included key elements of some of our other courses to create a comprehensive and very rounded package.

- Minute writing made simple
- Assertiveness and interruptions
- Managing your manager
- PA etiquette
- Microsoft Outlook master class
- PowerPoint, Word and Excel top tips
- Project Management

It's not always easy to justify a week out of the office, but we can guarantee you will be glad you made the commitment – and so will your manager!

The cost of the course includes all refreshments daily, including a hot à la carte lunch and the cost of the midweek 'field trip'. You are expected to make your own accommodation arrangements if you do not live in or close to central London, although the PA Academy takes place during normal office hours. You will also receive a certificate of attendance and a complete pack of course materials.

Our Philosophy

Courses and workshops from Indiquo are designed to engage and entertain, as well as inform – that's how we can promise to make what can seem to be the dullest of subjects interesting. Our trainers have real-world experience at all levels of the organisation, so they speak your language and understand your issues and problems. And because they have 'been there and done that', they know how to get straight to the heart of every subject.

Our trainers ensure they keep right up to date with cultural and procedural changes in office life by engaging closely with course participants and building relationships with workshop attendees that endure long after the courses are over.