

The event: Today's PA Supplement

The date and time: June 12th 2009, 10am -4:30pm

The place: Regent's College, London – an accessible haven of tranquillity in a noisy city

Objective: consolidating and building on your achievements in Today's PA workshop and networking with other highly-successful PAs.

No doubt you won't have forgotten those two intensive days you spent at the Today's PA workshop. Hopefully you've been able to implement much of what you learnt, but as former PAs ourselves, we know it's not easy to put all of it into practice and still get the work done.

Another bite of the cherry

So the reunion is a unique chance to revisit the workshop and in one busy, but - we promise - thoroughly worthwhile and enjoyable day, equip yourself with new skills, polish up those you developed during the original workshop, and return to your workplace revitalised and ready to ramp your role and career up another notch – or two. Your bosses won't know what hit them!

Today's PA – the training phenomenon

In little more than a year, Today's PA and the team behind it have become the talk of the business support world. PAs who attend our workshops come from many of the world's most prominent companies and organisations, so all of our events are unbeatable opportunities to network with high-flying peers and share the very best ideas and practice.

From the best, to the best

Today's PA Supplement will be introduced and led by Paul Pennant, the inspiration behind the Today's PA phenomenon. Paul will be supported by his business partners and specialist trainers to present a carefully-formulated blend of real-world tips, suggestions and interactive opportunities that will add real value to your working life.

Reunion Content

Following on from the success of the first Today's PA reunion in 2008, we'll be developing a number of key themes for you during the day:

- Managing your boss
- No means no! Learn even more ways to say no (in a positive way) and deal with interruptions
- Discover even more MS Office 2003 and 2007 tips
- Review of Today's PA workshop
- Agony uncle questions from the floor

All work and no play?

In addition to the excellent lunchtime catering that we've come to expect from Regents College, we round off the reunion with drinks in the evening and the chance to network

with your fellow PAs – perhaps renewing acquaintances you've been just too busy to keep up since the workshop – we know how it is!

Attendance Record

Although Today's PA Reunion is much more than a training session, it is one of the very few chances you have as a PA to get enhanced training, based around real workplace situations. Participants keep telling us how much more calm and efficient our courses enable them to be when they return to work. With an intelligent mix of fun exercises and serious learning, a Today's PA event is the place to go for the skills you need today – and tomorrow.

Commitment Time

Following the outstanding success of the first Today's PA Supplement, we're sure that 2009's will sell out quickly. We really look forward to seeing you there, so please don't delay in booking your place.

Investment

Almost certainly the best £199 (+ VAT) your boss will ever spend.

Contact Paul Pennant now: paul@indiquo.co.uk or +44 (0) 20 7622 2400

We look forward to seeing you at Today's PA Reunion 2009.