
# Managing People, Priorities and Expectations - Becoming an Impactful Assistant

## DUBLIN - THURSDAY NOVEMBER 20TH

Executive PA Forum is proud to host course instructor James Louttit of Impactful PM to deliver a 1 Day course of his signature training for our network.

**Achieve low-stress success!**

Impactful
*Project Management*

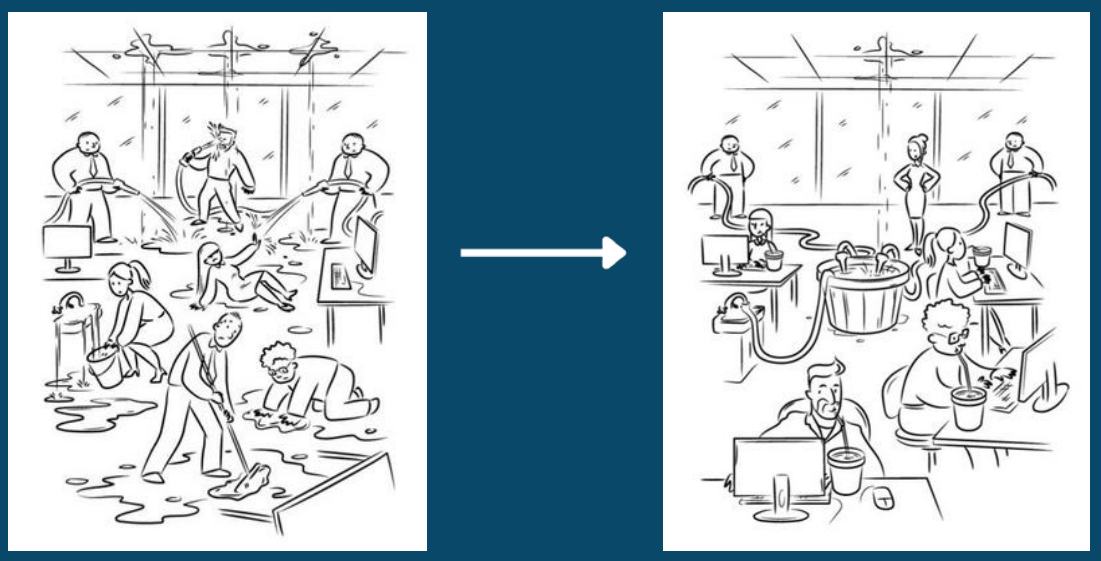
Learn strategies that stretch you to grow beyond technical skills

Explore project enablement techniques in the context of the business support role

Expand your resource toolkit to support project and programme delivery more effectively

# OVERVIEW

Go from drowning in work to supporting your team and Exec like a pro.



***It's not always your job to make decisions, it's your job to ensure decisions are made***

As an EA, PA or business support professional, a large part of your role is to ensure decision-making is easier for the person(s) you support, the team and other key stakeholders.

This 1-day practical course equips you with essential project enablement skills, offering an optimal learning environment to explain both traditional and modern structures that you can apply in a practical way, day-to-day.
It covers all the basics of managing people, priorities and expectations to help you become a highly **Impactful Assistant.**

The course is especially useful for those who are responsible for supporting projects, their delivery and execution - while managing their own workload and juggling conflicting demands.
The course is led by world-class project expert and award-winning CIO, James Louttit.

# WHAT DOES THIS TRAINING PROMISE TO DELIVER?

You will become an **Impactful Assistant** in just 1 day.

Cover content in an entertaining and engaging way with tailor-made illustrations and activities created specifically for this course and your profession.

20+ practical, easy to use techniques that will tranform your effectiveness and that of your Exec and the wider team.

20+ expert tips to help you avoid the pitfalls of poorly managed projects.

Start your learning library with a copy of James' book plus recommendations for further reading to help you build your skills and knowledge.

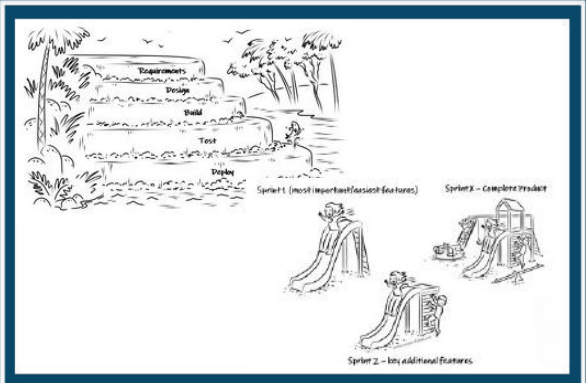
Learn how to support and inspire others to deliver project tasks effectively, efficiently and within agreed timelines.

Build a network of peers for ongoing support and ideas.

Discover effective solutions to your ongoing project challenges.

# WHAT IS COVERED IN THE TRAINING?

## *CORE CONCEPTS*



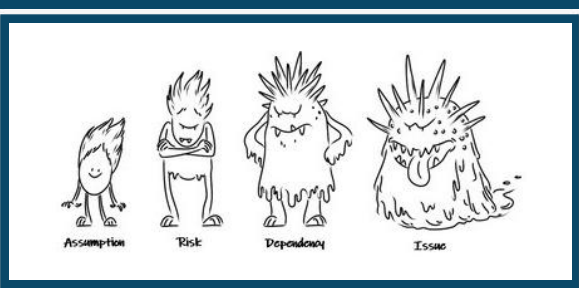

Project Support in the context of your role

Team & Stakeholders

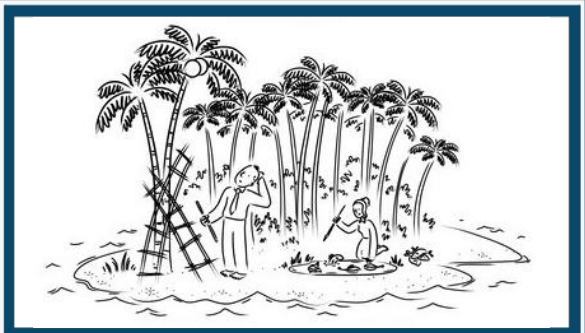
Scheduling & Planning


Managing Expectations

Cost and Budget Support




Assumptions, Risks, Issues & Dependencies



Prioritisation Techniques

**BECOME A MORE IMPACTFUL ASSISTANT**

**SECURE YOUR SPOT >**


## ONCE YOU HAVE COMPLETED THIS TRAINING YOU WILL BE ABLE TO:

- Gather ideas from your team and convert them into tangible, realistic outcomes
- Optimise time management to keep work within regular hours
- Effectively illustrate and communicate your team's progress
- Support and inspire teams, even in remote settings
- Focus on the tasks that are high value and low effort to maintain momentum and effective delivery
- Support stakeholders and your Exec in making informed decisions
- Elevate team morale and engagement, , get buy-in and enable effective decision-making
- Enable the strategic delegation of tasks, to help your own and your team's career growth
- Tackle challenges using AI, expert insights, and micro-helpers
- Effectively manage shifting timelines and expectations
- Use your position of influence to tackle inefficiencies in the business
- Manage curveballs with ease using the **Impactful Assistant**'s secret super-power - contingency!


# FEEDBACK FROM PREVIOUS EXECUTIVE PA SUMMIT DELEGATES

***Excellent , very engaging, energetic and great interactive audience activity.***

*James had so much energy and enthusiasm. He was totally engaging and brought the topic of Project Management to life.*

***Really great, I am inspired to take up a Project Management course because of him.***

*Very engaging session. Will definitely take some of these tools for meetings going forward to stay on track.*

***Excellent high energy interactive presentation. Lots of relevance to the role.***

*Fun and Interesting presentation. Lots of food for thought!*

# COURSE REGISTRATION FEE

## NOW ~~€649*~~ €599 BEFORE NOVEMBER 1ST

*Reduced rate for Executive PA Forum community

**Registration fee includes:**
Course materials, lunch and refreshments throughout the 1-day course, as well as Certificate of Completion (can be used towards PMI continuous-learning PDUs).

You also receive a copy of James' book 'LEADING IMPACTFUL TEAMS', and as an extra bonus you'll get access to James' online community for Impactful PMs containing a whole library of videos and tools.

**Registration fee does not include:**
**A**ccommodation, though preferential rates will be on offer

**Please note:**
Course fee must be paid in full prior to attendance.

**Places are limited for optimal learning!**

**Secure your place today to avoid disappointment by clicking the button below.**

Executive PA FORUM

Impactful Project Management

**Executive PA Forum** are proud to once again host this advanced and timely training.

Executive PA Forum's purpose is to champion and empower EAs, PAs and business support professionals to reach their fullest potential and thrive.

We prepare today's Assistant for tomorrow's world by bringing together thought-leaders and expert trainers who offer compelling learning experiences, equipping you with the skills and tools you need to meet the demands of modern industry, within a supportive community.

Our motto at the Executive PA Forum is quality over quantity and the learner is always at the centre of everything we do. We offer you the highest quality in learning and self-development opportunities, with a select number of qualified national and international coaches and trainers.

Visit Executive PA Forum

Contact Fiona@ExecutivePAForum.com