

THE PA MBA

★ COURSE OVERVIEW

Calling all high performing Personal Assistants who are the indispensable 'right-hands' of their managers.

This is the course you have been waiting for! At BizTech, we respect the fact that high-level Personal Assistants already have strong organisational and administrative skills – what we offer on the PA MBA is the essential business skills and knowledge, to empower Personal Assistants to better support their managers by increasing their understanding of the functional managerial and business issues which are commonly faced by corporate leadership.

BizTech is offering a programme designed to super-enhance your effectiveness and further your career.

The course covers the following topics:

- Project Management - Doing it all on time & in budget
- Decision Making & Problem Solving like a Pro
- Marketing & Branding – Telling the World!
- The Art of Good Leadership
- Finance Concepts made simple
- Budget Basics
- Making Sense of financial statements
- Human Resources- It's not just Recruitment
- The Labour Law Mine field- Avoiding the CCMA & Labour Courts
- Strategic Planning – Who are we & where are we going?
- Fundamental Negotiation Skills
- Why quality management is important

COURSE DATE

03 - 05 December 2012

COURSE DURATION

3 days - 08:30 to 16:30 daily

COURSE FEES

R9 420 (excl. VAT) per delegate

5% discount
for enrolment 2 weeks
prior to course date

WHAT'S INCLUDED

- Dynamic and knowledgeable facilitators
- Training File and a CD
- Certificate of Attendance
- High quality training venue
- Lunch and refreshments
- Parking
- Quality folder, notepad and pen

REGISTRATION DEADLINE

Registration Confirmation must be sent prior to the start of the scheduled course.



WHO SHOULD ATTEND

- Executive secretaries and Personal Assistants who want to enhance their skills
- Mid-level secretaries and Personal Assistants with potential for promotion to the executive level
- Office managers, team leaders and administrators who need to improve their overall business knowledge
- Any person looking to improve their business skills

OUTCOMES

After attending this course you should be able to:

- Experience the confidence and independence that comes with having a sound knowledge base and enhanced skills
- Have a better understanding of holistic business issues so as to better support your manager
- Stand out as someone who can be relied on to act independently without step-by-step instructions
- Learn new skills to assist you to take on functions from your manager
- Use your new-found abilities to influence and negotiate all aspects of your job, for improved performance and productivity

TAKE HOME TOOLS

- A detailed manual, workbook and CD
- A quality folder, notepad and pen
- One month of free telephonic and e-mail support included

SETA ACCREDITATION

BizTech Training is accredited as a Training Provider with the Services SETA (No: **3880**). Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

ICAP ACCREDITATION

This course is accredited by **ICAP** (the Institute for Certified Administrative Professionals). By attending you earn 10 CAP points®

LEVEL 1 BBBEE STATUS

Spending with BizTech counts twice! You can claim 135% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

THE VENUE

The course will be held at the AstroTech Conference Centre, in Parktown, which boasts the unusual combination of an upmarket business venue, security and convenience, in a setting which captures the historic grace and style of Johannesburg's golden era.



Centrally situated, you can step off the Gautrain at the Rosebank station, or exit the M1 at the Joe Slovo/Houghton Drive offramp, and we are just around the corner.

For a list of accommodation options nearby, visit <http://www.astrotechconf.co.za/accommodation>

TERMS & CONDITIONS

- If the course is not held for any reason, BizTech's liability is limited to the refund of the full course fee.
- Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the first day, and receive a full refund of the course fee.
- Payment is due before the start of the course, unless other terms form part of our Supplier/Client agreement.
- Failure to pay on time does **not** constitute cancellation of the booking, and the Terms and Conditions applicable to Cancellations and Postponements as set out below will apply.
- To avoid possible additional costs, **WRITTEN NOTICE** of any changes to your booking must be received at training@biztech.co.za within the following timeframes:
- **CANCELLATIONS:**
 - CANCEL WITHOUT COSTS:** If you advise us BY EMAIL **at least SEVEN** calendar days before the course
 - PAY 50% OF THE COURSE FEE:** If you advise us BY EMAIL **less than SEVEN** calendar days, but more than 24 hours before the course
 - PAY 100% OF THE COURSE FEE:** If you advise us BY EMAIL **less than 24 hours** before the start of the scheduled course, OR if the delegate is **ABSENT** without notification
- **POSTPONEMENTS:**
 - WITHOUT COSTS:** If you advise us BY EMAIL **more than THREE** working days before the course
 - WITH ADDITIONAL FEE (R1,430 PER DELEGATE):** If you advise us BY EMAIL **THREE or less** working days before the course starts, or if the delegate is **ABSENT** without notification, but still wants the option of postponement
- The invoice for the training remains due and payable as at the scheduled start date of the original course booked, and payment terms are not extended for postponements or exchanges to future courses.
- Postponements must be utilised within a maximum of **SIX** months from the scheduled date of the original course booked, or the course fee will be forfeited.
- Once you have postponed, the **CANCELLATION** terms above **no longer apply** to the future course, and you cannot subsequently cancel the booking without being liable for the full course fee.
- Special promotions applicable to the original course dates will **not** carry over to the postponed dates where the new dates fall outside of the promotion period.
- **PRESENTERS:** Should it be necessary, BizTech reserves the right to substitute the presenter.
- **COMMUNICATION:** When a person registers on BizTech's website, is registered on a BizTech course or sends an email to BizTech, that person consents to receiving communications electronically or otherwise by BizTech and/or its business partners.
- **DISCLAIMER:** BizTech will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by BizTech to the client.



