

# PA Series: Business writing, communication and negotiation skills

Issued by [Marcus Evans](#)

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*PA Series: Business writing, communication and negotiation skills* will be taking place from 14 to 15 February 2013 in Johannesburg, South Africa. Organised by Marcus Evans, the course trainer is Suezette Smit, founder and managing director of Performance Development Interactive, South Africa. This highly skilled trainer is ever-popular and her personal, interactive and revolutionary training methods has earned her top rating results and wowed every audience she has trained.

With more than 20 years of experience in the administrative business arena, training, entrepreneurship and innovation, Suezette Smit empowers all business professionals and leaders to move beyond task work to higher-level functions so they can meet the ever-changing and increasing demands of today's workplace. Suezette is a dynamic speaker loved by audiences for she brings experience to the programme rather than the theoretical approach reflecting her "been there, done that" attitude.

The role of the Executive PA is complex and demanding, requiring great skill and dexterity at many levels - managing relationships, information and communication flows between executive board members; troubleshooting a multitude of requests via email, telephone and paper; managing projects, changing priorities and logistical details. All this while underpinning and supporting the organisation's business strategy at the highest and most influential level. Henceforth, this unique course will give senior PA's an opportunity to focus entirely on the development of their own role and the business relationship they have with their Executive.

This event is proudly supported by *Executive Secretary Magazine* and Bizcommunity.

Please contact Jascinta Ling at [JascintaL@marcusevanski.com](mailto:JascintaL@marcusevanski.com) for more event information.

For more, visit: <https://www.bizcommunity.com>