

PARLIAMENTARY & ADMINISTRATIVE ASSISTANT PROGRAMME

“Thank you to Lisa and team for providing a space for parliamentary staff to get together and talk about how we manage our roles. It was great to get the chance to hear everyone’s different approaches and learn from peers through-out the sessions.”

Elizabeth Bircham, Office of Liz Twist MP

“Real Clear offers a unique training opportunity for Labour MPs, their staff and Labour councillors. It combines practical skills with the political and helps provide a space to challenge the way we work and develop better habits and practices. I’d be really surprised if anyone in our movement took the training and didn’t find it useful.”

Louise Haigh MP, Former Secretary of State for Transport

As an MP you rely on your team every day. When your assistants are confident, organised and resilient, your office works smoothly, your constituents are well served, and you are free to focus on the big picture.

That's what this programme delivers.

Parliamentary Assistants

Parliamentary Assistants are a vital part of the team and work in a fast-paced environment, often dealing with difficult situations.

This course is aimed at both new and experienced Parliamentary Assistants, admin staff and personal assistants and is aimed at their personal and professional development within the role.

What It Includes

Practical training and coaching to make your office run smoothly, free up your time, and deliver excellent service to constituents.

2 full-day in person or 4 half-day online group training sessions, plus 2 individual coaching sessions. We always tailor our programmes to suit those attending, so all who book on will be sent a short questionnaire first so we ensure we meet your needs.

What We Cover

- Confidence in carrying out the role of Parliamentary Assistant.
- Effective time management.
- Ability to carry out duties efficiently.
- Proficient email management.
- Strong working relationships with Members of Parliament (MPs).
- Enhanced office efficiency and workflow.
- Effective networking skills.
- Thorough understanding of parliamentary processes.
- Strategic influence.
- Improved writing and communication skills.

Coaching

This element of the programme is often considered to be the most beneficial. We know that training has an impact, but when combined with coaching the lasting effects are greatly increased.

Coaching sessions are confidential structured conversations to help you think and plan ways to be your best.

Lisa Read
07410 116022
lisa@realclear.co.uk

