

**REAL
CLEAR**

COACHING
TRAINING
ADVICE

PARLIAMENTARY & ADMINISTRATIVE ASSISTANT SHORT COURSE

“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



Get in touch by calling Lisa on 07410 116022 or emailing lisa@realclear.co.uk

Parliamentary Assistants

Parliamentary assistants are a vital part of the team and work in a fast-paced environment, often dealing with difficult situations. After running our successful Caseworker Development programme we received feedback that a course tailored to Parliamentary Assistants would be hugely beneficial. We asked you what you wanted and we've written this course accordingly.

Who is the Programme for?

This course is aimed at parliamentary assistants, admin staff and personal assistants.

What It Includes

This programme includes 3 online group training sessions (2 hours each). 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. Dates and times for sessions will be arranged with you to suit your working week.

What We Cover

- Effective Time Management
- Dealing with Difficult Situations and Conversations
- Mental Fitness and Resilience
- Managing Stress
- Working in a Fast-Paced Environment
- Email Management
- Communicating Effectively
- Self-Organisation
- IT Skills

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