

**Are you thinking about becoming a PA, or**

**would you like to brush up on your PA skills?**

Introducing the 2-day Training for Personal Assistants course, it could enhance your prospects of employment as a PA or, if you are already a PA, help you to be more effective in your role.

**Topics covered include:**

• Disability and Equality - cultural representations of disabled people and barriers faced by disabled people

• Social Model of Disability – and how to apply the principles in your PA role

• Understanding the importance of appropriate language

• Exploring roles and relationships

• Knowing the Relationship Boundaries

• Exploring potential dilemmas

• Responding to Your Employer’s Needs

**Dates: TBC, (looking at late August 17) Time: 10.30am to 4.00pm**

**(Lunch provided)**

**Venue: Norton Park, 57 Albion Road, Edinburgh. EH7 5QY**

**For more info email: amanda**[**.beech@lothiancil.org.uk**](mailto:beech@lothiancil.org.uk) **or visit** [**www.lothiancil.org.uk**](http://www.lothiancil.org.uk)

**Or call, Amanda Beech on 0131 475 2510**