

Sue France

Author, Trainer, Coach at Sue France Training

Manchester, , GB

I am passionate about the office professional role with over 30 years experience and have worked as an EA, PA, team leader, events manager,

Availability

Keynote, Moderator, Panelist, Workshop, Host/MC, Author Appearance

Industry Expertise

Business Services, Training and Development

Areas of Expertise

Secretarial Soft Skills, Communication Skills and Networking, Minute Taking and Business Writing

Sample Talks

The Definitive Personal Assistant & Secretarial Master Class

Subjects to choose from for one hour to 5 days of training covering, how to build relationships and work effectively with your boss(es), time and stress management, communication, influencing and persuasive skills, dealing with difficult people and situations and problem solving skills, assertiveness skills, internal and external networking, confidence and self belief, presenting with style, business writing and minute taking skills, organising and chairing effective meetings, peppered throughout with tips to exceed expectations and body language and Neuro Linguistic Programming tips.

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