

MANAGING AND DEVELOPING YOUR PA



Supervision

A supervision is a meeting with your PA to talk about the job. This gives you the chance to assess if your PA is doing the job in the way that you want as well as addressing any problems that may occur.

Good Employer

- Value and respect your personal assistant
- Be flexible with your PA's needs and preferences for working hours
- Good communication
- Set clear boundaries

Induction

When your PA starts, you should plan an induction. This allows you to explain what you want them to do, how you want them to do it, and introducing them to their workplace.

Ensure you communicate:

- House rules
- When breaks can be taken
- Explain any recording they need to do, e.g. finances.
- What will happen on their next shift.

Training and Qualifications

It is important that your PA has the training they need to be able to work for you.

Training topics may include:

- Moving and handling
- Food hygiene
- Emergency first aid

You can also complete training to become a better employer. These training topics may include:

- Being a good boss
- Employment law
- Keeping records

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www.croydon.gov.uk



Address: KCIL, 31-35 High Street, Kingston, KT1 1LF
Phone: 020 8546 9603
E-mail: enquiries@kcil.org.uk
Website: kcil.org.uk