

## Session 1 Summaries

# Personal Assistants (PAs) and Secretaries (Chinese)

Date: October 15, 2024

Hosts: Sophia Deng, Grace Mo

## The Role of Personal Assistant

Before the discussion, we elaborated on the role of Personal Assistant. A personal assistant plays a crucial role in providing administrative support to individuals or executives. They learn tirelessly and are willing to contribute. They are trustworthy people with intelligence, influence and leadership potential.

## Professional Development of Personal Assistants

We discussed the professional development of PA from three perspectives. First, the school's policy on professional development. Second, what are the directions of professional development? Third, professional development platform sharing.

## Career Development and Pathways of PAs

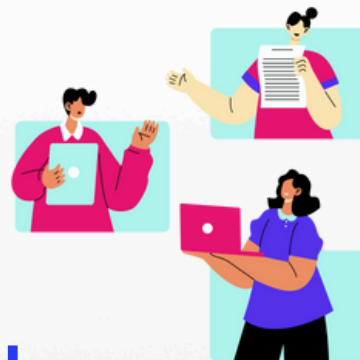
By sharing real cases, we have concluded that the pathway for personal assistants is related to the following two points. First, the original organizational structure of the school. Second, the impact on the personnel caused by the dynamic development of the school.



## Additional Resources

- \* [Resources 1](#)
- \* [Session 1 Recording](#)
- \* [Session 1 Slide Deck](#)

Join us to connect and learn with your peers!  
**#GiveALittleGainALot**



## Session 2 Summaries

# Personal Assistants (PAs) and Secretaries (Chinese)

Date: October 29, 2024

Hosts: Sophia Deng, Grace Mo

## Task management

In this session, we engaged members by asking them to share one of the useful tools that helps them to improve their work efficiency. Also, we focus on the discussion on how to prioritize our tasks.

## Home-school communication

Through problem-based manner, we had a heat discussion on how to deal with challenging parents at the standpoint of a personal assistant. We also focus on the role of the PA during director/principal-parent conference and how to be a good translator.

## Community Building

Community hosts asked members share one thing that impressed them most or some take-aways they've got from the session today.

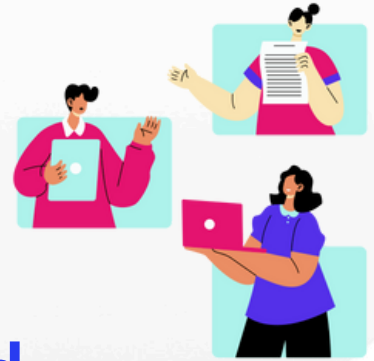


### Additional Resources

- \* [Session 2 Recording](#)
- \* [Session 2 Slide Deck](#)
- \* [Tips for time management](#)
- \* [8 Tips for reaching out to parents](#)

Join us to connect and learn with your peers!

**#GiveALittleGainALot**



## Session 3 Summaries

# Personal Assistants (PAs) and Secretaries (Chinese)

Date: November 12, 2024

Hosts: Sophia Deng, Grace Mo

## Building Relationship with Your Director/Principal

We discussed what a healthy, close working relationship between a PA and the director or principal should look like, along with strategies to foster such a relationship. We also explored approaches for handling challenging conversations with our director or principal, whether currently facing one or preparing for one.

## How to Deal with Work Pressure

We encourage members to share their stressors. Subsequently, we engaged in a dialogue about adjusting one's mindset through introducing and analyzing Festinger Law, (i.e., 10% external; 90% internal), followed by suggesting stress management methods.

## Community Building

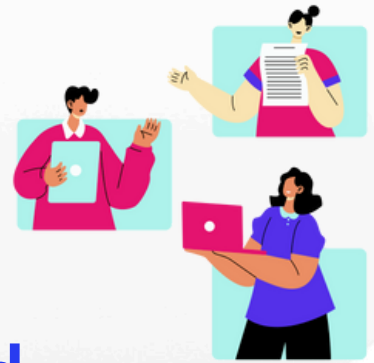
Discussions encouraged attendees to identify one aspect of today's session that resonated most with them. We determined that establishing consistent dialogue with supervisors enhances rapport. Furthermore, it was noted that engaging in personal activities during times of professional stress aids in maintaining emotional balance.



## Additional Resources

- \* [Session 3 Recording](#)
- \* [Session 3 Slide Deck](#)
- \* [Building a Strategic Business Partnership with your Executive](#)
- \* [Festinger's Law: You Can Take Charge of Your Life](#)

Join us to connect and learn with your peers!  
**#GiveALittleGainALot**



## Session 4 Summaries

# Personal Assistants (PAs) and Secretaries (Chinese)

Date: November 26, 2024

Hosts: Sophia Deng, Grace Mo

## Cross-Departmental Collaboration

Exploring solutions for collaboration challenges revealed the need for student welfare maximization over individual benefits in cross-department efforts. This principle must guide all interdepartmental endeavors, facilitated by effective communication, understanding, mutual respect, and ultimately, the attainment of shared objectives.

## PA Leadership

This session explored how PAs can enhance their leadership and influence in schools, highlighting the role of coordination, support, and fostering best practices. By representing supervisors and building trust with staff, PAs naturally take on leadership responsibilities, strengthening their career growth and influence.

## Community Building

Discussions encouraged attendees to identify one aspect that resonated most with them of today's session or the other 3 sessions we had previously. Following four comprehensive deliberations, we concluded that it is imperative for PAs to proactively embrace enhanced responsibility and persistently pursue professional development to ensure continual progression and advancement



## Additional Resources

- ✳ [Session 4 Recording](#)
- ✳ [Session 4 Slide Deck](#)
- ✳ [横向领导力 \(Paul Crosby, 2017\)](#)
- ✳ [Lateral Leadership: Tips for Leading Colleagues Even If They Don't Report to You](#)

Join us to connect and learn with your peers!

**#GiveALittleGainALot**