

## Title

**'Managing Awkward Conversations'** - how to manage possible areas of difficulty in an employment relationship.

The half day workshop will look at the causes and effects of tension or conflict and will help participants develop skills in recognising potential areas of difficulty and how these might be resolved.

## Who is this aimed at?

The session is aimed at Personal Assistants and their employers. Working together in an informal setting, the workshop will provide an opportunity to examine shared experience and to identify appropriate solutions. It has worked well to date with mixed groups of PAs and employers (probably up to a maximum of 10/12 people per session; we can organise additional sessions if there is a particularly high demand).

## Where and when?

Date	Venue	Time
Tuesday 25 <sup>th</sup> November	Dean Park Hotel, Kirkcaldy KY2 6QW	10.00 – 12.30
Friday 28 <sup>th</sup> November	East Neuk Community Centre, Ladywalk, Anstruther KY10 3EX	2.00 – 4.30

## For further information contact:

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### PA's - we want to hear from you!

We would like to hear from Personal Assistants about their experiences. Please contact:

<https://www.surveymonkey.com/s/3V35ZQ6>

Thank you! All information received will be treated in strictest confidence.