

Week 9 - application assignment: business presentation- workpalce

[Business](#)



Celebrity Personal Assistant Outline I. Introduction A. The attainment of adequate information regarding a certain profession, which a person admires, is essential prior making concrete decisions in pursuing it (Ionescu, 2009).

Prior starting the presentation I want to inquire from you, how many of you here are intending to become or were Celebrities' Personal Assistants before? Therefore, what was your experience or for those who have not ventured in the profession, what do you think it entails?

B. In every profession, an individual needs to have adequate information besides that offered in the formal confinements to be effective and remarkable in delivering of the required services (Lilit, 2011). After this session, I promise that you will be able to know roles that comprise a personal assistant celebrities' profession besides how to become a remarkable person in the field.

C. Besides being a professor and a motivational speaker, I am also a career advisor where I normally aid diverse people from various fields. This is via enlightening them on what they are interested to pursue prior making the necessary conclusions.

Your professor in charge of career and guidance counseling has invited me here to shed more light regarding this profession and enlighten you on its requirements and nature.

II. Body

A. Personal Assistant Celebrity's roles

1. One manages celebrity's confidential matters that relate to the job's requirements. This encompasses;

i. To be responsible for organizing the celebrity's private, public, social and

business calendar appearances.

ii. Arrangement of the necessary travelling and maintaining daily itineraries

iii. Sometimes the PA may intervene in liaising with house contractors or other daily home personnel's activities that may require involvement of one's employer (Lilit, 2011).

2. PA should be able to cope with the celebrity's personality despite how difficult one may be. This is via meeting the expected;

i. Deadlines

ii. Schedules

iii. In some instances, intervene practically in areas that are difficult to the employer despite being outside the job's scope.

3. PA is responsible for the Celebrity's life stability and calmness. This entails even assuming another staff's roles when it is necessary thus filling the vacuum/gap. For illustration, driving especially when the chauffeur is busy somewhere or absent, hence one ought to be flexible and knowledgeable.

4. Travelling with the celebrity

B. How to be a remarkable Personal Assistant Celebrity

1. Always seek the celebrity in the field of your interest, which you will be knowledgeable.

2. Continue developing oneself in the areas that may entail your celebrity's field to be effective in the delivery of your services.

3. Be an internet- savvy so that you may be able to aid your employer in almost all areas where he or she may require some help. For illustration, storing, transferring and managing the quality of the information to ensure confidentiality (Lilit, 2011). It also entails screening calls that may tend to be

disturbing or people calling with no apparent reason.

4. Flexibility; one ought not to argue with the employer contending that in a certain area it is outside his job's scope.

5. Other attributes encompass;

i. Persistence

ii. Assertive

iii. Diplomatic

iv. Self-motivated person and enthusiastic

v. Confident

III. Conclusion

A. Being a remarkable Personal Assistant for Celebrity entails more of a personal sacrifice than the already required knowledge. Since it encompasses almost aiding an individual to manage his or her own life, which might be difficult due to the responsibility one holds.

B. To be PA for Celebrity requires constant reinventing especially in keeping in pace with the technology (Lilit, 2011). Since, presently technological knowhow determines a celebrity's progress in all aspects and attainment of targets, which one anticipates.

References

Lilit, M. (2011). Will Tweet for Work! How Not to Become a Personal Assistant. New York Observer. Retrieved from <http://observer.com/2011/05/will-tweet-for-work-how-not-to-become-a-personal-assistant/>

Ionescu, F. (2009). Choosing a Career -- Myths and Reality in our Schools. Petroleum - Gas University Of Ploiesti Bulletin, Educational Sciences Series, 61(2), 143-145.

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