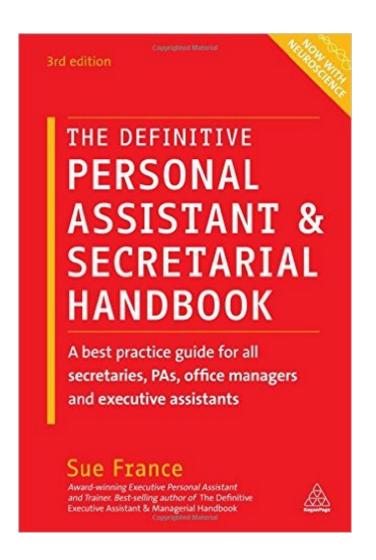
The book was found

The Definitive Personal Assistant & Secretarial Handbook: A Best Practice Guide For All Secretaries, PAs, Office Managers And Executive Assistants





Synopsis

Placing special emphasis on career development and learning, The Definitive Personal Assistant and Secretarial Handbook is the ultimate guide for all management, personal and executive assistants, and secretaries. Sue France covers all the skills needed to progress oneâ ™s career, offering advice and help with time management, networking, relationship management, communication, and confidence. This third edition includes a new chapter on how to use neuroscience tools to work through personal weaknesses and primed behavioral traits, and contains even more practical help with minute taking, telephone and mobile communication etiquette, and presentation skills. With free downloadable online resources to aid the day-to-day running of an office, this comprehensive and accessible guide is the perfect desk companion to grow as a professional PA or office manager.

Book Information

Paperback: 280 pages

Publisher: Kogan Page; 3 edition (August 28, 2015)

Language: English

ISBN-10: 0749474769

ISBN-13: 978-0749474768

Product Dimensions: 6 x 0.6 x 9 inches

Shipping Weight: 12.6 ounces (View shipping rates and policies)

Average Customer Review: 4.4 out of 5 stars Â See all reviews (5 customer reviews)

Best Sellers Rank: #393,861 in Books (See Top 100 in Books) #58 in Books > Business & Money

> Skills > Secretarial Aids & Training #102 in Books > Business & Money > Processes &

Infrastructure > Office Management #1703 in Books > Business & Money > Job Hunting &

Careers > Guides

Customer Reviews

Unfortunately this bookâ ™s title suggests that it may be overlooked by many, assuming instead that it is just a guide to word processing, answering the telephone and putting up with a challenging boss. Ignore it at your own risk - it is a lot more than that! It can be truly a definitive guide for a personal assistant or secretary and many others!When you glance at the chapter headings, you straight away get an idea about its potential and depth: using neuroscience to maximise your brain for excellence, relationship management, compassionate communication, confidence, self-belief and goal setting, ergonomics, perfect presentations and the list goes on. Oh, and a â œchapter to

share with your bossâ • for good measure too. As you read it, you soon discover that it is an excellent introduction to many fascinating subjects that many secretaries and personal assistants should know about. It is quite possible that they already know a fair bit of this stuff too, partially through trial and error, experience and perhaps latter-day education and continuing professional development programmes. Yet it is a credible, powerful compendium. There is a lot more to being a secretary than collecting dry cleaning and fetching coffee; in this reviewerâ TMs experience the position is one of the key roles in an organisation, knowing everything that is going on. It is not unknown for the same person to be better informed than the executive they serve! As well as top-rate office and administrative skills being necessary, knowing how to be a diplomat, nursemaid, peacekeeper and detective can help. This is by no means a dumbed-down book. Clearly it is abridged.

Download to continue reading...

The Definitive Personal Assistant & Secretarial Handbook: A Best Practice Guide for All Secretaries, PAs, Office Managers and Executive Assistants The Definitive Executive Assistant and Managerial Handbook: A Professional Guide to Leadership for all PAs, Senior Secretaries, Office Managers and Executive Assistants Virtual Assistant Assistant: The Ultimate Guide to Finding, Hiring, and Working with Virtual Assistants: Expanded and Updated for 2016 Virtual Assistant: 101- How to Effectively Outsource Tasks to Virtual Assistants to Maximize your Productivity (Outsourcing, Virtual Assistant) Secretarial Assistant(Passbooks) (Career Examination Passbooks) Medical Assistant Exam Strategies, Practice & Review with Practice Test (Kaplan Medical Assistant Exam Review) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) 101 Ways To Be The Best Executive Assistant Take a Leap of Faith And Start a Virtual Assistant Business: Your Guide to Establishing a Successful Business As a Virtual Assistant Who Took My Pen ... Again? Secrets from Dynamic Executive Assistants Sustaining Places: Best Practices for Comprehensive Plans (Pas Report) Kinn's The Medical Assistant: An Applied Learning Approach, 11e (Medical Assistant (Kinn's)) Be the Ultimate Assistant: A celebrity assistant's secrets to working with any high-powered employer Jewel in the LEADER's CROWN: Powerful Strategies to Shine as an Executive Assistant & Beyond Super Secrets of Successful Executive Job Search: Everything you need to know to find and secure the executive position you deserve God's Secretaries: The Making of the King James Bible Programming Microsoft Office 365 (includes Current Book Service): Covers Microsoft Graph, Office 365 applications, SharePoint Add-ins, Office 365 Groups, and more (Developer Reference) Mastering Automotive Digital Marketing: A training guide for Dealer Principals, General Managers, and Digital Marketing Managers Your Office: Getting Started with Project Management (Your Office

for Office 2013) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series)

<u>Dmca</u>