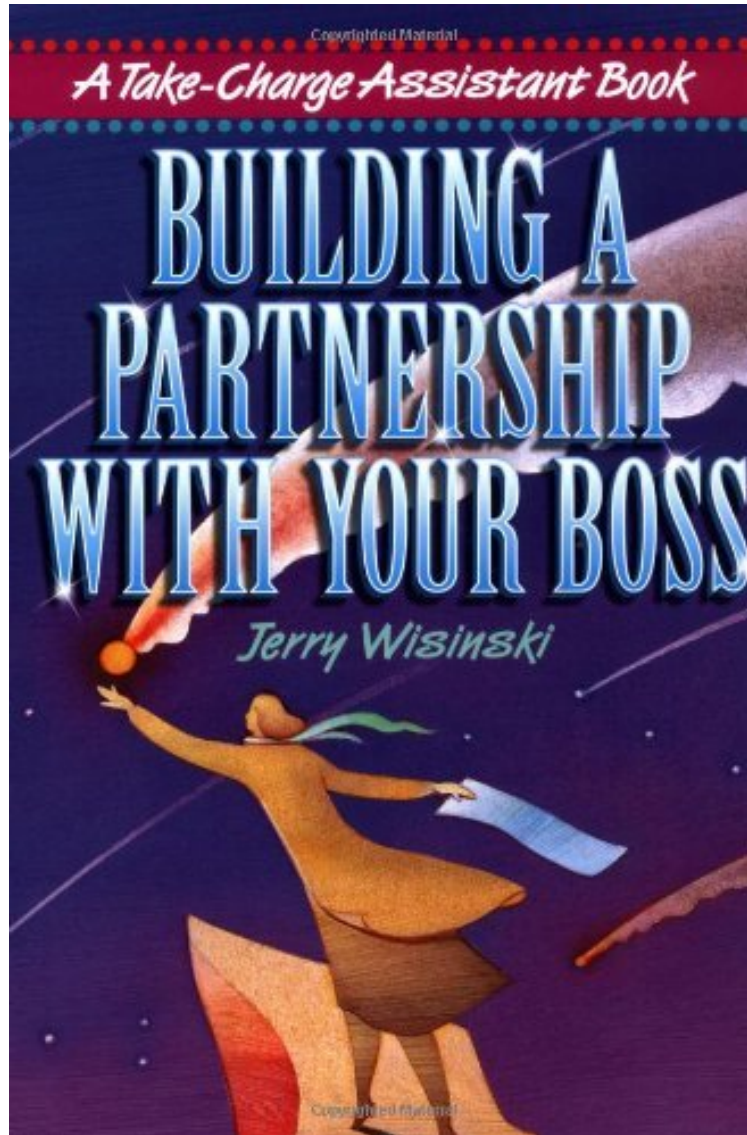


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Building a Partnership with Your Boss (Take-Charge Assistant S)

Jerry Wisinski

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Jerry Wisinski : Building a Partnership with Your Boss (Take-Charge Assistant S) before purchasing it in order to gage whether or not it would be worth my time, and all praised Building a Partnership with Your Boss (Take-Charge Assistant S):

0 of 0 people found the following review helpful. Probably helpful for some, just not me. By Jackie Wolf This is a very good book for someone new to an assistant's position and, I feel, very good for someone who has a boss that's new to having their own assistant. For me, my boss has had assistants for many years and many of the suggestions in this book just won't work for my situation. You would also need a boss that's willing to look at you as a partner. I've been

doing administrative work for over 25 years and I haven't had many bosses that I think would be open to some of this. But, I do think if you are working with someone who hasn't needed an assistant or is new to a managerial position that requires the help of an assistant, you and they would benefit greatly from some of the information in this book. 8 of 10 people found the following review helpful. Essential to Partnering with Your Manager By A Customer This book is outstanding. I highly recommend it if you want to take your working relationship with your manager up to the next level. If you think your working relationship is great now, this book can make it even better. I liked the way the author lists the steps in preparing this concept to your manager. It was easy to follow and really makes you put a good deal of careful thought in the preparation process. I also liked the idea of action items not just for the assistant, but for the manager too. Remember a good working relationship involves both assistants and managers. Just working through this process together improves the relationship. Luckily, my boss endorsed it! 0 of 0 people found the following review helpful. Building a Partnership with your Boss By Terry R. This book is a good read on how to work with different personalities and work styles with various supervisors. It is helpful so one can adjust in any work environment.

The Boss and The Assistant. It's a basic business relationship, and the structure is easy: The Boss gives orders, and The Assistant obeys. But there's an alternative that's better for both assistant and boss, and it's called "partnership." In this eye-opening book, assistants learn how they can break out of old, narrow roles and enjoy working with a boss instead of for a boss. This change liberates creativity and self-confidence, and reveals hidden skills and interests. It also makes an assistant more valuable (and promotable) to the boss and the company. Readers learn specific techniques for how to: * initiate the transition to a partnering relationship * understand their boss's work style and adapt to it -- without losing their sense of self * become a proactive worker who takes responsibility for mistakes and credit for successes