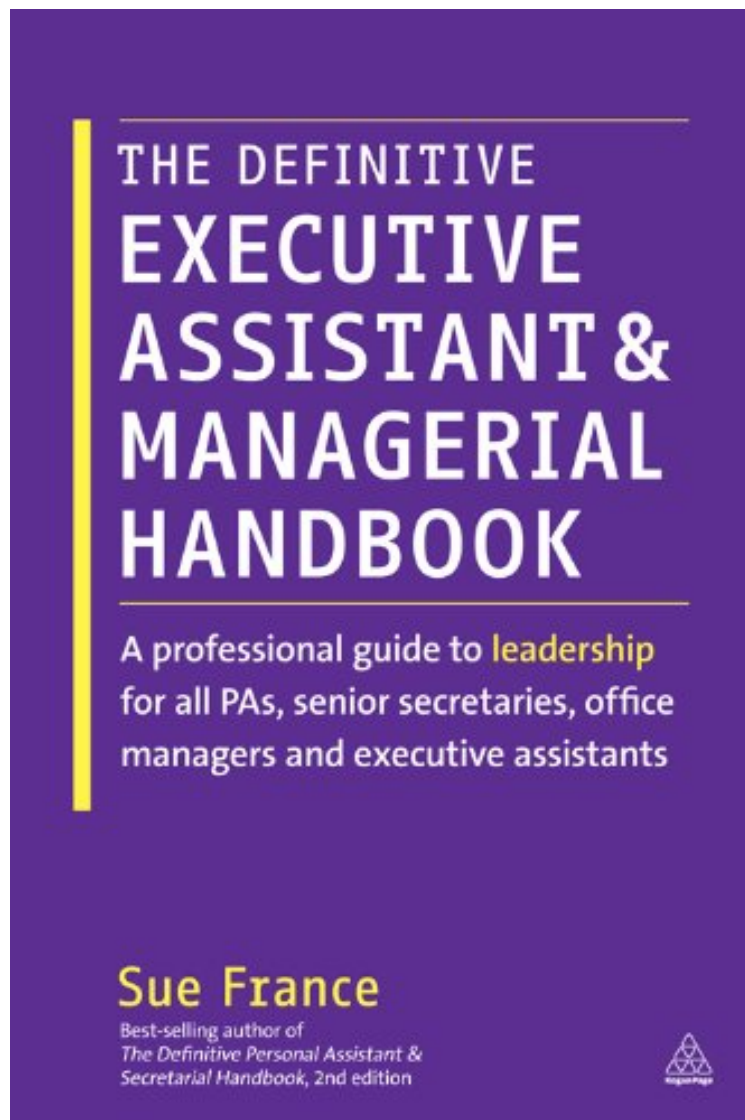



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The Definitive Executive Assistant and Managerial Handbook: A Professional Guide to Leadership for all PAs, Senior Secretaries, Office Managers and Executive Assistants

Sue France

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9 of 9 people found the following review helpful. Great Resource for Assistants and Execs!By Susan Kruger, M.Ed.-SOAR Study SkillsI am an entrepreneur/CEO, just hiring my first executive/personal assistant. To be honest, I'm a little uncomfortable with this process. I'm used to "doing for myself" and am not fully sure what to expect.I bought this and a few other "handbooks" to help me learn more about reasonable expectations for this position. This book -along with the author's companion handbook The Definitive Personal Assistant Secretarial Handbook: A best practice guide for all secretaries, PAs, office managers and executive assistants- are the best! Other handbooks are really reference tools for tasks such as: how to book travel, convert currency, or use MS Office. My assistant can search for those tips online and get much more current information in the process. So, I returned the other books, keeping only the two written by Ms. France.This book addresses important elements that I would have had to figure out as I go, such as acknowledging and mindfully developing the leadership roles associated with an exec asst. position. Already, I feel that learning curve has been cut in half! There are many more tactical tips for the execution of this role included, as well. I am using these books as communication/training tools for my new assistant and find them very useful!Of all of the resources I evaluated and/or purchased, Ms. France's books are the most relevant and practical for the needs of *today's* assistants and execs.0 of 0 people found the following review helpful. Excellent resource for any and all executive/personal assistants and those ...By nicoleExcellent resource for any and all executive/personal assistants and those who are looking hire for that position. The book is well written and extremely easy to read. Keep it with you in your desk or download the ebook and refer to it when in need.0 of 0 people found the following review helpful. tab it for easy reference, must have ON my deskBy LarryAndChelenamust have for ANY admin professional. tab it for easy reference, must have ON my desk.

From best-selling author and expert Sue France, The Definitive Executive Assistant Managerial Handbook is the ultimate guide for anyone who wants to take their career development to the next level. Placing special emphasis on personal leadership development as well as practical skills, you will learn how to manage a small team, climb the career ladder to gain more responsibility, negotiate effectively and confidently manage a project. It will teach you how to recruit and induct staff, make decisions fairly and consistently, build a productive team and environment and get noticed at work. For ambitious Assistants who want to continually improve their skills, The Definitive Executive Managerial Handbook is an indispensable guide, helping you to maintain your professional image and achieve resounding success.

Executive assistants, senior secretaries, office managers, team leaders, supervisors, mentors and coaches"Sue France understands that in a 'post-recession' corporate world, an assistant's leadership skills have never been so important to the success of both the businesses that they serve and their careers." --Lucy Brazier, Editor, Executive Secretary Magazine"[A] useful learning aid and reference tool for personal assistants and other business administrators." --getAbstractAbout the AuthorSue France has over 30 years of experience as a secretary and personal assistant. She is the UK National Training Development Officer for European Management Assistants (EUMA). She presents at PA conferences throughout the world, and is also involved in training and coaching PAs and secretaries.