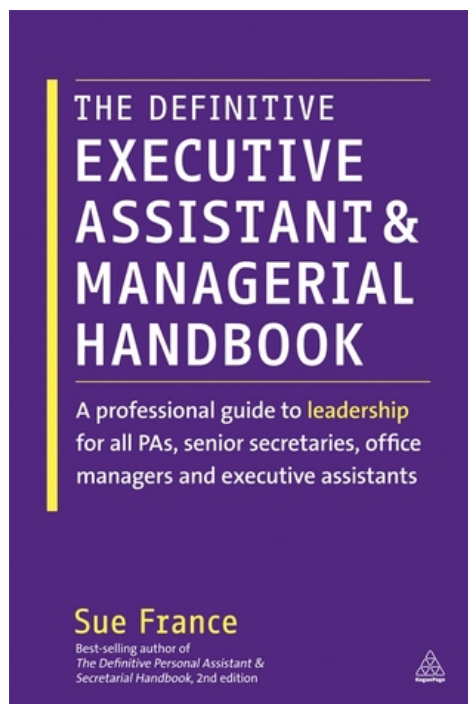


Obtener libros The Definitive Executive Assistant and Managerial Handbook: A Professional Guide to Leadership for all PAs, Senior Secretaries, Office Managers and Executive Assistants

By Sue France



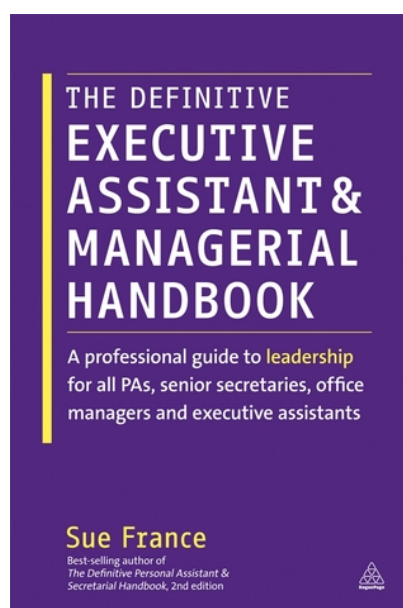
Books Details

Author : Sue France Pages : 264 pages Publisher : Kogan Page Language : ISBN-10 :
0749465824 ISBN-13 : 9780749465827

Books Descriptions

The role of the executive assistant has evolved to include taking on more managerial duties, project work and supervisory roles. Sue France, former Times Crime PA of the Year, provides best practice advice on meeting the demands of the 21st century administrative professional's role. The Definitive Executive Assistant and Managerial Handbook places special emphasis on personal leadership development, offers a range of free downloadable online resources and covers how to:-build and manage a productive team-negotiate with style-manage projects confidently-recruit and induct other Assistants-into a team-conduct-a coaching session-detect and resolve demotivation?-use NLP?and emotional intelligence every day-successfully communicate with a range of different personalities With helpful tips from award winning assistants and industry experts, this book is the ultimate guide for?ambitious assistants who want to improve their skills to advance their career.

You Can Get This Books By Click Link/Button In Below .



/

<https://includger.com/?book=0749465824>