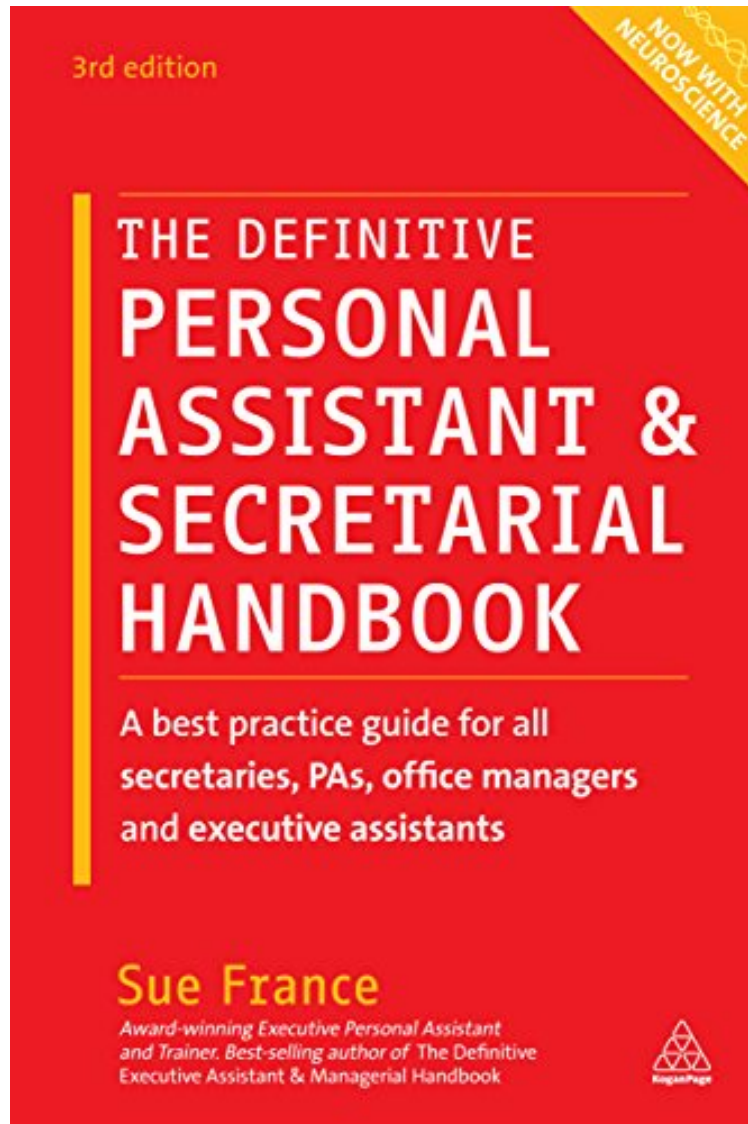


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The Definitive Personal Assistant Secretarial Handbook: A Best Practice Guide for All Secretaries, PAs, Office Managers and Executive Assistants

Sue France

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Sue France : The Definitive Personal Assistant Secretarial Handbook: A Best Practice Guide for All Secretaries, PAs, Office Managers and Executive Assistants before purchasing it in order to gage whether or not it would be worth my time, and all praised The Definitive Personal Assistant Secretarial Handbook: A Best Practice Guide for All Secretaries, PAs, Office Managers and Executive Assistants:

20 of 22 people found the following review helpful. Sadly Not the Definitive Bible for AssistantsBy Sandy HenryI'm sure the author is an expert in her field, and I do feel badly giving this a mediocre review. But the title for this book is a misnomer.Having worked as a paralegal for over 15 years, I was looking to make a change, which involved less travel and a work schedule more in line with a 40-hour workweek. Although legal assistants do perform a variety of clerical and secretarial tasks, the position is different from that of a legal secretary, which seemed like a natural transition to me. So I searched for a recently-published book that would address today's office setting, including updates in technology (so different from when I entered the workforce), substitutions for dictation, which I'd heard was now passe, etc. But this text is all about emotions, affirmations, posture (!) and a host of other topics that are not what the average reader would expect to find in a book with this title.Maybe it will be helpful for high school students or those just entering the secretarial field (the portion about Minutes-taking was somewhat helpful). But for someone looking for tips on the hands-on, day-to-day workings of an office position, this is probably not the resource for you.0 of 0 people found the following review helpful. Well worth the investment!By CustomerThis book is AMAZING! Coupled with the resources made available on the website mentioned in the book, I've learned so much about myself, my boss, and my company - and I've been able to apply the tips and goal-setting tools to my job to make work a more rewarding and happy place to be! I highly recommend this book! It's loaded with everything from quizzes to templates.0 of 0 people found the following review helpful. Five StarsBy NordsGreat book

Written by a former Times Cregrave;me PA of the Year, this new edition of The Definitive Personal Assistant and Secretarial Handbook is the ultimate guide for all management assistants, PAs, secretaries and executive assistants. Administrative personnel in today's workplace hold an immense influence, not only on their bosses' performance, but also on the running of the whole organisation. This best-selling book is the only resource needed to excel in one's role as an assistant, outshine bosses' expectations and go up the ladder. Placing special emphasis on career development and learning, it provides help and advice on the skills necessary to progress in your career. Along with a chapter to share with your boss for a more fruitful working relationship, it includes help with time management, networking, relationship management, communication and confidence. Now with a new chapter on how to use neuroscience tools to coach yourself through your weaknesses and primed behavioural traits, it also 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 your office, this comprehensive and accessible guide will help you keep your finger on the pulse and maintain your professional image.

"[A]n excellent introduction to many fascinating subjects that many secretaries and personal assistants should know about...[A] credible, powerful compendium."