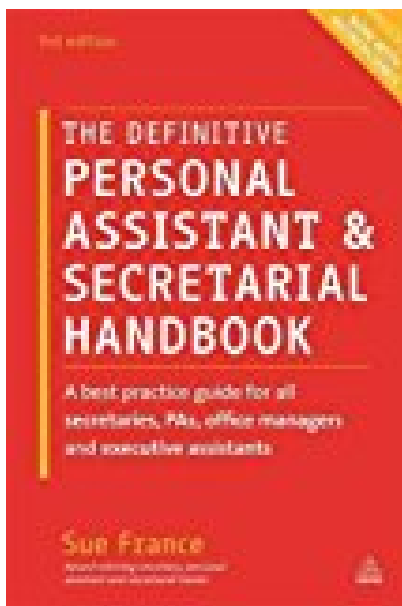


The Definitive Personal Assistant & Secretarial Handbook A Best Practice Guide for All Secretaries PAs Office Managers and Executive Assistants



BOOK DETAILS

- Author : Sue France
- Pages : 280 Pages
- Publisher : Kogan Page
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BOOK SYNOPSIS

The Definitive Personal Assistant and Secretarial Handbook is the ultimate guide for all management assistants, PAs, secretaries and executive assistants. Written by a former Times Crème PA of the Year, it deals with every aspect of these vital administrative roles and the necessary skills, including: relationship management, communication and confidence, the secrets of body language, listening and questioning skills, coping with pressure and stress, dealing with difficult people, time management and personal organization. The Definitive Personal Assistant and Secretarial Handbook is set to become a bible for all assistants world wide. Comprehensive and accessible, it will help you to maintain a professional image and achieve resounding success. To access all additional resources for this book, visit <http://www.koganpage.com/resources/pash>

THE DEFINITIVE PERSONAL ASSISTANT & SECRETARIAL HANDBOOK A BEST PRACTICE GUIDE FOR ALL SECRETARIES PAS OFFICE MANAGERS AND EXECUTIVE ASSISTANTS

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