



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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Placing special emphasis on career development and learning, *The Definitive Personal Assistant and Secretarial Handbook* is the ultimate guide for all management, personal and executive assistants, and secretaries. Sue France covers all the skills needed to progress one's career, offering advice and help with time management, networking, relationship management, communication, and confidence.

This third edition includes a new chapter on how to use neuroscience tools to work through personal weaknesses and primed behavioral traits, and 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 an office, this comprehensive and accessible guide is the perfect desk companion to grow as a professional PA or office manager.

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