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Six Essential Soft Skills of Indispensable Assistants: How PA Personal Development Will Secure Your Position (Paperback)

By Anna Tjulina

Amsterdam Publishers, Netherlands, 2016. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****.Are you an Indispensable Assistant? Six Core Soft Skills for Indispensable Assistants - Do you suffer from lack of recognition while being an amazing Assistant? - Do you want to be more confident and reap benefits of a strong sense of pride? - Have you lost your balance in life and sacrificed most of your private life to your profession? This personal development series for New Generation Assistants is the instant booster for your soft skills and confidence. We are finally breaking free from the old-school image of secretaries and the invisible back office staffer. We now live in a fast-moving digital world that has no international boundaries. Multiple employers, economic struggles and cutthroat competition has made New Generation Assistants adapt to moving business structures, complex managerial duties, changing technical provisions, multilevel teams and 24/7 information flows. Assistants now are masters of change. More than ever before, assistants are magicians of making things happen. We filter a universe of options in a split second and make informed decisions. We lead, we manage: we are stepping out of the shadows! To be and do...



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