



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

*Sue France*

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From best-selling author and expert Sue France, The Definitive Executive Assistant & Managerial Handbook is the ultimate guide for anyone who wants to take their career development to the next level. Placing special emphasis on leadership skills, you will learn how to manage a small team, climb the career ladder to gain more responsibility, negotiate effectively and confidently manage a project. It will teach you how to recruit staff, make decisions fairly and consistently, build a productive team and get noticed at work. For ambitious Personal Assistants who want to continually improve their skills, The Definitive Executive & Managerial Handbook is an indispensable guide, helping you to maintain your professional image and achieve resounding success.



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