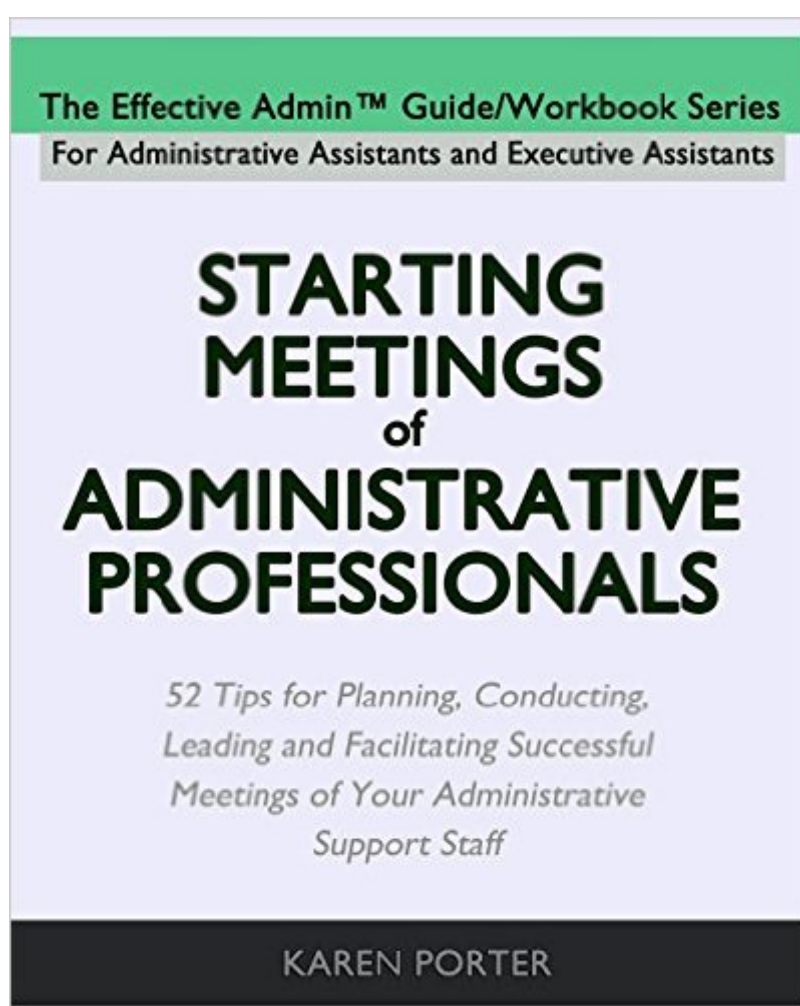


The book was found

Starting Meetings Of Administrative Professionals: 52 Tips For Planning, Conducting, Leading And Facilitating Successful Meetings Of Your Administrative Support Staff



Synopsis

Increase the knowledge and effectiveness of your administrative staff by having meetings of your administrative and executive assistants. Read 52 tips for planning, conducting, leading and facilitating successful meetings of your administrative support staff. This is a guide/workbook that's especially suitable for administrative assistants and executive assistants initiating and executing meetings of administrative staff within their companies, organizations and industries. However, anyone considering initiating these meetings in their company or industry (not just administrative professionals), or assigning someone else to do so, can find helpful tips in this book. Don't wing it; read it! There are three stages to planning, coordinating and executing a meeting of administrative professionals: Before, during and after the meeting. It's that simple. Or is it? The work by the meeting leader that goes into those three stages (and it will be work) is what will make your meetings of administrative professionals in your company successful and valuable. This guide explains to the meeting leader what work is needed by her before, during and after the meeting. Doing this work will help you to establish and maintain successful meetings of administrative assistants and executive assistants within your company or industry. You will learn the difference between a meeting and a get-together how to structure your meetings where to find useful content for your meetings and more

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Customer Reviews

Excellent suggestions for getting prepared and conducting a productive meeting with admin team. Although I haven't used the entire the book, I know it's a great resource.

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