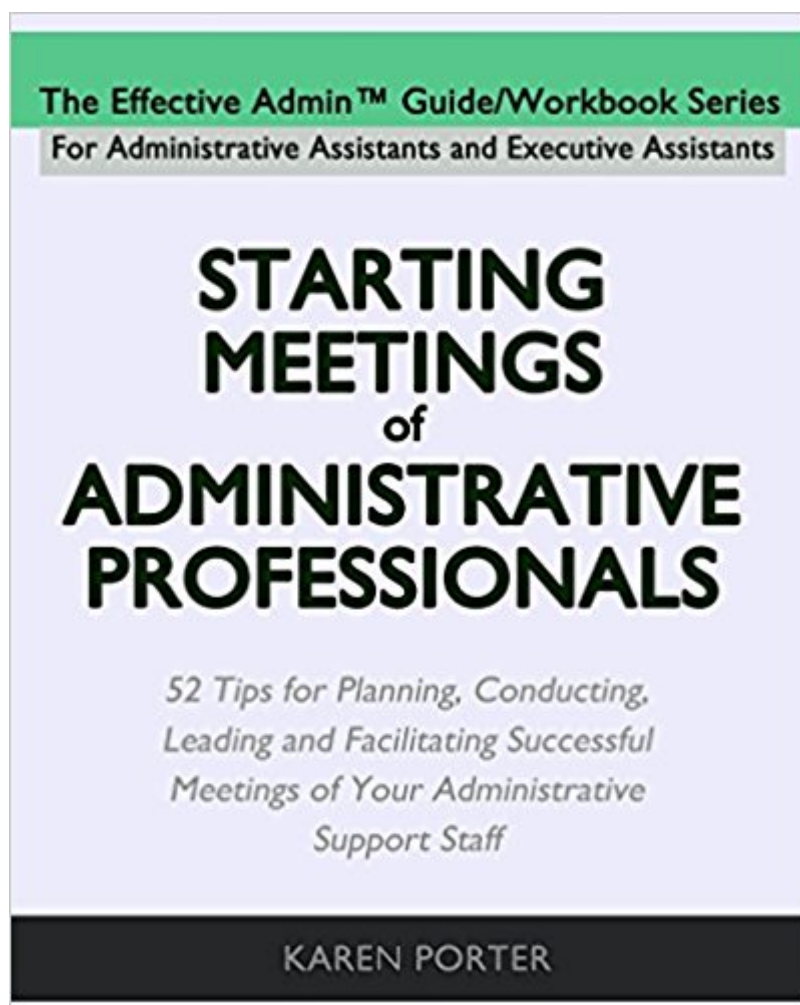


The book was found

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

Book Information

Paperback: 102 pages

Publisher: Albee Publishing Company, LLC; 1 edition (April 18, 2015)

Language: English

ISBN-10: 0976407337

ISBN-13: 978-0976407331

Product Dimensions: 8 x 0.2 x 10 inches

Shipping Weight: 10.1 ounces (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 stars See all reviews (1 customer review)

Best Sellers Rank: #483,223 in Books (See Top 100 in Books) #77 in Books > Business & Money > Skills > Secretarial Aids & Training

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.

[Download to continue reading...](#)

Starting Meetings of Administrative Professionals: 52 Tips for Planning, Conducting, Leading and Facilitating Successful Meetings of Your Administrative Support Staff Event Planner: The Art of Planning Your Next Successful Event: Event Ideas - Themes - Planning - Organizing - Managing (Event Planning, Event Planning ... and Organizer - How To Guide Books Book 1) Starting a Nonprofit: 10 Proven Steps to Creating your First Successful Nonprofit Organization (Successful NPO, Starting a Nonprofit, Charity, Nonprofit Startup, How to Start a Nonprofit) Event Planning: Event Planning and Management - How to Start Successful Event Planning Business! iPhone for Work: Increasing Productivity for Busy Professionals (Books for Professionals by Professionals) Event Planning: Management & Marketing For Successful Events: Become an event planning pro & create a successful event series Event Planning: The Ultimate Guide To Successful Meetings, Corporate Events, Fundraising Galas, Conferences, Conventions, Incentives and Other Special Events Band Director's Survival Guide: Planning and Conducting the Successful School Band Program Body Language for Business: Tips, Tricks, and Skills for Creating Great First Impressions, Controlling Anxiety, Exuding Confidence, and Ensuring Successful Interviews, Meetings, and Relationships Music for Conducting Study: A Companion to Evoking Sound: Fundamentals of Choral Conducting/G7359A T-shirt Black Book - The Ultimate How To Guide to Starting A Successful Clothing Line: The essential guide for startup brands wanting to create a successful clothing line. Agile Product Management: (Box Set) Agile Estimating & Planning Your Sprint with Scrum and Release Planning 21 Steps (agile project management, agile software ... agile scrum, agile estimating and planning) Blank Sheet Music for Guitar: Blank Manuscript Pages with Staff and Tab Lines, 100 Blank Staff and Tab Pages Conducting Technique: For Beginners and Professionals Book Conducting Technique for Beginners and Professionals Staff Lined Paper: Empty Staff, 8 Stave Manuscript Sheets Notation Paper For Composing For Musicians, Teachers, Students, Songwriting. Book Notebook Journal 100 Pages 8.5x156 Percussion Staff Paper: Professional Staff Paper For Percussionists Starting Your Career as a Theatrical Designer: Insights and Advice from Leading Broadway Designers Science for Sale: How the US Government Uses Powerful Corporations and Leading Universities to Support Government Policies, Silence Top Scientists, Jeopardize Our Health, and Protect Corporate Profits Procedures & Theory for Administrative Professionals