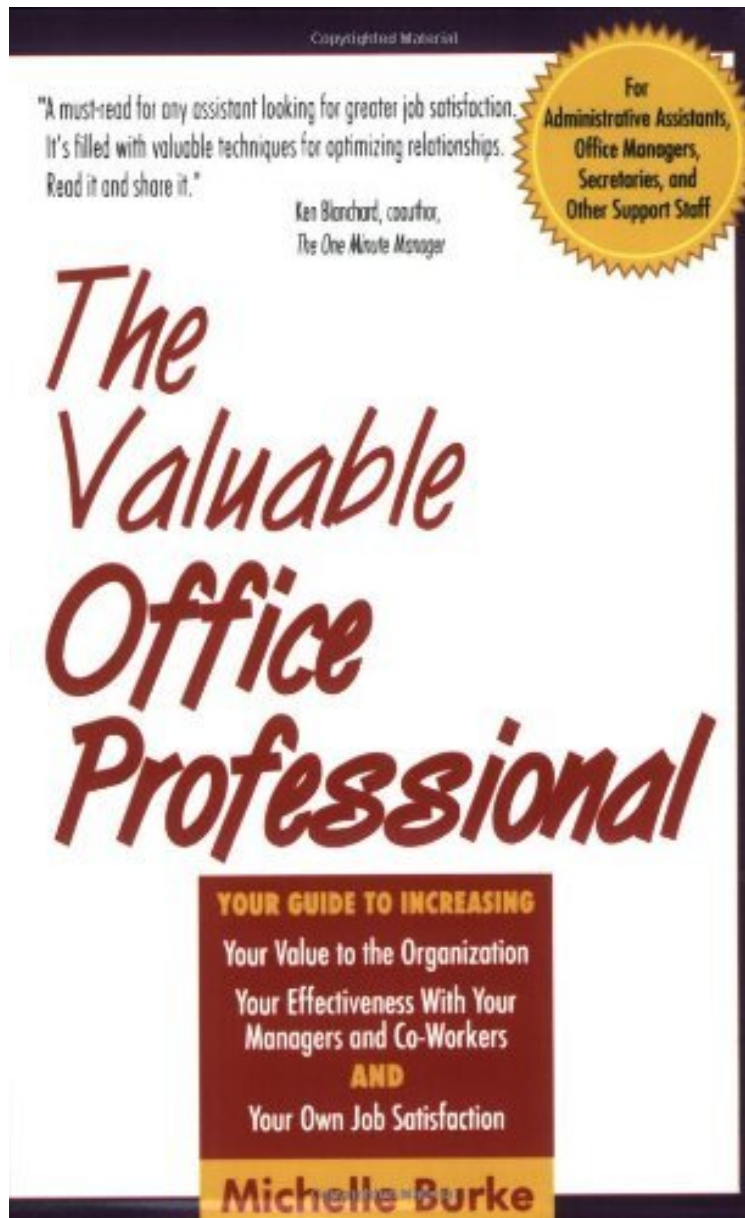


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The Valuable Office Professional

Michelle Burke

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"My boss is always in crisis mode." "My boss never gives me all the information I need." "My boss doesn't understand what I do." "My boss never says thank you." "Sound familiar?It is the assistant who bears the brunt when manager and assistant are working "out of synch." This unique book shows assistants how to take charge of their relationship with their boss -- using a multitude of tools, tips, and interactive exercises to help assistants meet the challenge and make themselves indispensable. They will learn how to:* bridge communication and workstyle gaps withthe boss* take responsibility for their own job satisfaction* focus on shared goals, both long-term and short-term* take purposeful actions aligned to their manager'sactions* use specific techniques to ensure they and theirmanagers work as a team* clarify priorities -- for themselves and for what theirmanagers need

.com Nearly all business books deal with managing a company. The Valuable Office Professional, by Michelle Burke, addresses the usually neglected but nonetheless critical matter of managing a manager. Approaching issues from the perspective of the staff, Burke shows how to develop the assistant-boss relationship into a true partnership. Tips and exercises are included to help transform these often one-way associations into effective teams, even when the boss chooses not to see the assistant as a counterpart.About the Author MICHELLE MARIE BURKE (San Francisco, CA) is president of Executive Counterparts, a consulting company specializing in training and coaching administrative support staff for higher productivity and greater job satisfaction.