

***BECOME AN INNER CIRCLE ASSISTANT AND
UNDERNEATH IT ALL***
By Administrative Expert, Joan Burge

These “work bibles” for the administrative profession present new ideas and ambitious ways to approach the challenge of rising to or staying at the top in a field that is exciting and rewarding. These are must-have resources for anyone who is serious about owning their career in the administrative field.

Become an Inner Circle Assistant addresses the “foundation” skills on which outstanding administrative professionals are built. It is a book of strategy and workplace philosophy that helps administrative professionals not only become top performers in work and in their careers, but maintain their competitive edge. There are 12 main competency areas that administrative professionals consistently must access to do their work on a daily basis. These must never be overlooked, compromised, or taken for granted. They are the core of what keeps an administrative professional a star!

Underneath It All addresses the advanced competencies that build upon the “foundation” skills. Today’s executives have much higher expectations of assistants than in the past. Many executives want their assistants to learn, understand, and especially “know” the business. Administrative/executive assistants will need an entirely new set of skills such as a commitment to quality performance, cognitive thinking, and management of organizational goals. In this book, Joan gives you the tools that will help you will become a more effective person—in your personal life as well as in your business life.