

The Executive Secretary Guide To Creating An Internal Assistant Network Volume 4 The Executive Secretary Guides

What would you do if you had an extra hour each day? Spend more time with your family and friends? Start a new hobby? Go home on time? With "Brilliant Email" you can! By adopting some basic principles of email best practice, you can take control of your inbox, dramatically improve your productivity, and win back time to fit in more of what you love doing each day. Packed full of powerful techniques developed after years of working with individuals and organisations of all sizes, Dr Seeley shares powerful techniques with you that will dramatically change the way you send and receive information - for the better - forever! Brilliant outcomes: Feel in control of your time and your inbox Know how to write and send effective, solution-driven emails Understand how to get the most from your email software -- and much more! "Brilliant Email" has revolutionised my life - now I'm in control, not my inbox! It is a must-read for overloaded emailers.' "Professor Cary L. Cooper, Lancaster University Management School"

Through a mix of personal stories, lessons learned, and best practices, the author offers insights on becoming an emotionally intelligent, highly effective personal assistant.

All public and private companies are required by law to appoint a company secretary. This guide to the role covers the secretary's duties, including: accounting and finance duties; personnel administration; compliance with employment rights; security of documentation; and insurance and property rights. It contains forms and documentation, and is written in a jargon-free style.

At last! A comprehensive, no-nonsense book on powerful secretarial and administrative assistant tips to help you: * Organize both you & the boss * Communicate with your boss * Avoid crisis situations * Get pay raises & promotions * Be more professional in your job The author was a seasoned executive secretary with one of the world's largest corporations and shares her secrets to help make your job easier and quickly gain more recognition and respect from your boss and co-workers.

Assistant, you are a leader. As an assistant, you constantly face obstacles that hold you back from accomplishing your career goals. Whether it's a job change, shifting deadlines, a micromanaging executive, a toxic co-worker, a high-pressure project, or an intense negotiation with a vendor, the administrative profession is not for the faint of heart. If you're looking to maintain the status quo and be "just an assistant," this book is not for you. But, if you want the confidence and ability to conquer the challenges that most try to avoid, then you're in the right place. The Leader Assistant outlines four pillars-embodiment of the characteristics, employ the tactics, engage in relationships, and exercise self-care-that will help you rediscover your passion for the profession and become a confident, future-proof, game-changing Leader Assistant. If you neglect even one pillar, you'll head for burnout, stagnation, and anonymity. You are meant for so much more. Are you ready to be the Leader Assistant the world needs?

This new edition of The Definitive Personal Assistant and Secretarial Handbook is the ultimate guide for all management assistants, PAs, secretaries and executive assistants. Placing special emphasis on career development, it provides help and advice on the skills necessary to progress in your career. Along with a chapter to share with your boss for a more fruitful working relationship, it includes help with time management, networking, relationship management, communication and confidence. Now with a new chapter which provides important advice on social networking as an alternative communication tool, it also contains even more practical help with minute taking. With free

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downloadable online resources to aid the day-to-day running of your office, this comprehensive and accessible guide will help you keep your finger on the pulse and maintain your professional image.

From Secretary to CEO: A Guide to Climbing the Corporate Ladder Without Losing Your Identity is a book that speaks to how individuals can maximize their impact in any job, career, or life circumstance without compromising their identity, and still preserving their most precious human resource: integrity. By leading its readers through a series of illustrative anecdotes and ending each chapter with a summarizing "lesson learned," this book studies human behavior to unfold the not-so-secret secrets of understanding how the actions of others can help you understand and master your own. From Secretary to CEO: A Guide to Climbing the Corporate Ladder Without Losing Your Identity contains stories and insights that will be helpful, entertaining, and encouraging to individuals at every stage and circumstance of life. Readers will also be introduced to an innovative concept coined by the author and learn how to become a "Black Belt" of their own identity. Written by business and academic advisor Natalya I. Sabga, From Secretary to CEO: A Guide to Climbing the Corporate Ladder Without Losing Your Identity makes liberal use of inspiring personal examples and achievements that every reader can relate to in overcoming and reaching any personal or professional challenge or milestone while still maintaining a self of self and self-preservation.

This handbook for administrative assistants and secretaries covers such topics as telephone usage, keeping accurate records, making travel arrangements, e-mail, using the Internet, business documents, and language usage.

In this offbeat approach to leadership, college president Steven B. Sample—the man who turned the University of Southern California into one of the most respected and highly rated universities in the country—challenges many conventional teachings on the subject. Here, Sample outlines an iconoclastic style of leadership that flies in the face of current leadership thought, but a style that unquestionably works, nevertheless. Sample urges leaders and aspiring leaders to focus on some key counterintuitive truths. He offers his own down-to-earth, homespun, and often provocative advice on some complex and thoughtful issues. And he provides many practical, if controversial, tactics for successful leadership, suggesting, among other things, that leaders should sometimes compromise their principles, not read everything that comes across their desks, and always put off decisions.

“Richly detailed. . . an intimate portrait of a diplomat.” —New Yorker In this revealing, funny, and inspiring memoir, seven-time New York Times bestselling author and former Secretary of State Madeleine Albright—among the world’s most admired and tireless public servants—reflects on the challenge of continuing one’s career far beyond the normal age of retirement. In 2001, when Madeleine Albright was leaving office as America’s first female secretary of state, interviewers asked her how she wished to be remembered. “I don’t want to be remembered,” she answered. “I am still here and have much more I intend to do. As difficult as it might seem, I want every stage of my life to be more exciting than the last.” In that time of transition, the former Secretary considered the possibilities: she could write, teach, travel, give speeches, start a business, fight for democracy, help to empower women, campaign for favored political candidates, spend more time with her grandchildren. Instead of choosing one or two, she decided to do it all. For nearly twenty years,

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Albright has been in constant motion, navigating half a dozen professions, clashing with presidents and prime ministers, learning every day. Since leaving the State Department, she has blazed her own trail—and given voice to millions who yearn for respect, regardless of gender, background, or age. *Hell and Other Destinations* reveals this remarkable figure at her bluntest, funniest, most intimate, and most serious. It is the tale of our times anchored in lessons for all time, narrated by an extraordinary woman with a matchless zest for life.

The No1 Best Seller for Secretarial and Office Skills on Amazon UK. A fantastic learning and development book for Personal Assistants, Executive Assistants, Office Managers and Admins.

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From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party
Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of *The No*

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Asshole Rule and The Asshole Survival Guide “Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

Today's executive assistant has become a crucial member of every organization's support staff--a key business ally with diverse responsibilities, from overseeing employees to making strategic decisions. Here is the first step-by-step guide specifically designed to help you thrive in this fast-paced profession. Developed by nationally-known business consultant and author Melba Duncan, this leading-edge resource provides all the up-to-date information you need to manage information technologies, deal effectively with abrupt organizational changes and office politics, handle stress, resolve conflicts, motivate workers and forge a team mentality, master public relations and the media, capitalize on opportunities emerging from corporate restructuring, and more.

"This book is essential reading for any PA or Executive Assistant in helping them manage their email inbox. It is extremely well written, providing very practical solutions to the problems of email overload and managing one's inbox. The style is engaging in a 'day in the life of a PA' format...great read but more important very useful practical advice" Professor Sir Cary Cooper, Manchester Business School, University of Manchester "Thought provoking and intuitive - an uncomplicated guide to email management." Rebeka Adamson, Administrative Professional Award Winner 2015, Association Administrative Professionals New Zealand "Business communication is increasingly overwhelming for assistants as many deal with a myriad of emails. The narrative of Max and Sophia in this book is a super guide on effective email management; from email content to folder storage and finding life outside the inbox." Florence Katono, Pitman PA of the Year 2015 After 30+ years in this profession and I still learnt so much from this book. Brilliantly written! Loved the way the characters, Sophie and Max, shared their ideas and simple solutions to make our lives easier and less stressed whilst dealing with our over-crowded inboxes and at the same time sharing some interesting tips on email etiquette. Michele Thwaits - President, Professional Association for Secretaries & Administrative Assistants

The most frank and intimate portrait of the Trump White House yet Stephanie Grisham rose from being a junior press wrangler on the Trump campaign in 2016 to assuming top positions in the administration as White House press secretary and communications director, while at the same time acting as First Lady Melania Trump's communications director and eventually chief of staff. Few members of the Trump inner circle served longer or were as close to the first family as Stephanie Grisham, and few had her unique insight into the turbulent four years of the administration, especially the personalities behind the headlines.

The measure of the executive, Peter Drucker reminds us, is the ability to 'get the right things done'. Usually this involves

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doing what other people have overlooked, as well as avoiding what is unproductive. He identifies five talents as essential to effectiveness, and these can be learned; in fact, they must be learned just as scales must be mastered by every piano student regardless of his natural gifts. Intelligence, imagination and knowledge may all be wasted in an executive job without the acquired habits of mind that convert these into results. One of the talents is the management of time. Another is choosing what to contribute to the particular organization. A third is knowing where and how to apply your strength to best effect. Fourth is setting up the right priorities. And all of them must be knitted together by effective decision-making. How these can be developed forms the main body of the book. The author ranges widely through the annals of business and government to demonstrate the distinctive skill of the executive. He turns familiar experience upside down to see it in new perspective. The book is full of surprises, with its fresh insights into old and seemingly trite situations.

A must-read for current and aspiring Executive Assistants who know they are capable of achieving BIG - both personally and professionally. This book tells you the 'how' - how to 'boss-up', confidently plan your career, establish your unique skill set and enhance your presence as a leader in your organisation. If you're passionate about your career development, take action! Apply the insights, strategies and practical exercises within this book to truly become a first-class business partner to your executive.

The Definitive Executive Assistant and Managerial Handbook A Professional Guide to Leadership for all PAs, Senior Secretaries, Office Managers and Executive Assistants Kogan Page Publishers

This ministry guide has been written to provide information about how to provide support ministry to the people with whom you work. This guide is also for people who work in many different ministry settings, a church or denominational administrative office, a small or medium size church, a parachurch or missions focused organization, and large churches. It will assist them with how they look at their ministry, and the level of support that is needed for their particular setting. A call to ministry is an important thing to understand for an administrative assistant; your heart and the way you deal with people and tasks are different if you understand your position as a call to ministry rather than a job for a paycheck. If you understand that you represent not just your pastor and your church, but Christ to every person who calls, stops by, e-mails, etc., you approach your tasks and people differently. Working as the assistant to a pastor, or any person in ministry, you have to approach your tasks with an understanding of who you are serving, and you are serving Christ and his people. The position of Administrative Assistant is a vital part of the over-all ministry of your church and the congregation. You are the gate-keeper, bridge-builder, keeper of the "information", soother of wounded feelings, and the deliverer of unwanted news. You are the person who has your finger on the pulse of your congregation and your community. You are the person people will come to for answers. You will handle thousands of details related to dozens of

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different projects and commitments for your pastor. You will help make your pastor's ministry seamless. While all of these descriptions may make your head spin, this is a part of the ministry of being an assistant. You can look at each day as a challenge or an adventure. If you understand your job as a ministry and understand your call to this ministry you are ready for a great adventure. Begin each day with a prayer for wisdom and strength, surrender your mind and will to God, and prepare yourself to work with the heart of a servant. As Christ walks alongside you in your daily life, you will learn to walk along side your pastor and to be a partner in their ministry.

Nathaniel Hawthorne remains one of the most widely read and taught of American authors. This Historical Guide collects a number of original essays by Hawthorne scholars that place the author in historical context. Like other volumes in the series, A Historical Guide to Nathaniel Hawthorne includes an introduction, a brief biography, a bibliographical essay, and an illustrated chronology of the author's life and times. Combining cultural criticism with historical scholarship, this volume addresses a wide range of topics relevant to Hawthorne's work, including his relationship to slavery, children, mesmerism, and the visual arts.

The rich history of North Carolina's Outer Banks is reflected in the names of its towns, geographic features, and waterways. A book over twenty years in the making, The Outer Banks Gazetteer is a comprehensive reference guide to the region's place names—over 3,000 entries in all. Along the way, Roger L. Payne has cataloged an incredible history of beaches, inlets, towns and communities, islands, rivers, and even sand dunes. There are also many entries for locations that no longer exist—inlets that have disappeared due to erosion or storms, abandoned towns, and Native American villages—which highlight important and nearly forgotten places in North Carolina's history. Going beyond simply recounting the facts behind the names, Payne offers information-packed and entertainingly written stories of North Carolina, its coastal geography, and its people. Perfect for anyone interested in the North Carolina coast, this invaluable reference guide uncovers the history of one of the most-visited areas in the Southeast.

NATIONAL BESTSELLER • The dramatic, untold history of the heroic women recruited by Britain's elite spy agency to help pave the way for Allied victory in World War II “Gripping. Spies, romance, Gestapo thugs, blown-up trains, courage, and treachery (lots of treachery)—and all of it true.”—Erik Larson, author of *The Devil in the White City* and *Dead Wake In 1942*, the Allies were losing, Germany seemed unstoppable, and every able man in England was on the front lines. To “set Europe ablaze,” in the words of Winston Churchill, the Special Operations Executive (SOE), whose spies were trained in everything from demolition to sharpshooting, was forced to do something unprecedented: recruit women. Thirty-nine answered the call, leaving their lives and families to become saboteurs in France. In *D-Day Girls*, Sarah Rose draws on recently declassified files, diaries, and oral histories to tell the thrilling story of three of these remarkable women.

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There's Andrée Borrel, a scrappy and streetwise Parisian who blew up power lines with the Gestapo hot on her heels; Odette Sansom, an unhappily married suburban mother who saw the SOE as her ticket out of domestic life and into a meaningful adventure; and Lise de Baissac, a fiercely independent member of French colonial high society and the SOE's unflappable "queen." Together, they destroyed train lines, ambushed Nazis, plotted prison breaks, and gathered crucial intelligence—laying the groundwork for the D-Day invasion that proved to be the turning point in the war. Rigorously researched and written with razor-sharp wit, *D-Day Girls* is an inspiring story for our own moment of resistance: a reminder of what courage—and the energy of politically animated women—can accomplish when the stakes seem incalculably high. Praise for *D-Day Girls* “Rigorously researched . . . [a] thriller in the form of a non-fiction book.”—Refinery29 “Equal parts espionage-romance thriller and historical narrative, *D-Day Girls* traces the lives and secret activities of the 39 women who answered the call to infiltrate France. . . . While chronicling the James Bond-worthy missions and love affairs of these women, Rose vividly captures the broken landscape of war.”—The Washington Post “Gripping history . . . thoroughly researched and written as smoothly as a good thriller, this is a mesmerizing story of creativity, perseverance, and astonishing heroism.”—Publishers Weekly (starred review)

Written by a former Times Crème PA of the Year, this new edition of *The Definitive Personal Assistant and Secretarial Handbook* is the ultimate guide for all management assistants, PAs, secretaries and executive assistants. Administrative personnel in today's workplace hold an immense influence, not only on their bosses' performance, but also on the running of the whole organisation. This best-selling book is the only resource needed to excel in one's role as an assistant, outshine bosses' expectations and go up the ladder. Placing special emphasis on career development and learning, it provides help and advice on the skills necessary to progress in your career. Along with a chapter to share with your boss for a more fruitful working relationship, it includes help with time management, networking, relationship management, communication and confidence. Now with a new chapter on how to use neuroscience tools to coach yourself through your weaknesses and primed behavioural traits, it also contains even more practical help with minute taking, telephone and mobile communication etiquette and presentation skills. With free downloadable online resources to aid the day-to-day running of your office, this comprehensive and accessible guide will help you keep your finger on the pulse and maintain your professional image.

The New Executive Assistant is a guide for EAs and their executives, designed to help them reconsider the EA role and look at it in a new light. The premise is simple: the more effective the EA, the more effective the executive ... and the more effective the organisation.

"A good legal secretary is one of the most valuable assets in any legal office and this book, written as a practical guide, will enable

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them to approach their work with increased confidence. Of particular assistance will be the numerous completed specimen forms and documents. These examples are invaluable reference sources, indicating the best way of filling in such forms. As well as covering most areas of law, this book identifies the people who work in the law and the structure of the courts. It contains a useful glossary, a section on etiquette, and a helpful list of addresses, telephone numbers, and web addresses. There is also a guest chapter on finding a job which has been written by Zarak Legal, a leading London recruitment consultant firm. A 'test yourself' section at the end of most chapters acts as an ideal study aid for beginners to monitor progress, or as a desktop reference for the more experienced legal secretary."--BOOK JACKET.

This book is essential reading for all Executive Assistants and PAs who want to improve their working lives, and the lives of their peers, by making their working days run much more smoothly and efficiently. Cathy Harris is Executive Assistant to the CEO of Discovery Invest, part of Discovery Holdings in South Africa. She co-initiated the Discovery Internal Assistant Network in 2001. Awarded the title of South African National Secretary of the Year in 2006, it has become her objective and ambition to develop the secretarial profession forward, in order for assistants to be recognised as strategic partners with the leadership that they support. She has seen assistants who have never quite known what to do or the correct processes to use, who waste precious time seeking the right information and connecting with the right people. What their organisation needs is an Internal Assistant Network. Cathy has been in the profession for over 36 years. In this book she shares her experience and knowledge, showing why an Internal Assistant Network is so valuable, and how you can set one up that will succeed, thrive and add huge value to your organisation.

WINNER: PA Voice Awards 2015 - Best Book for a PA (1st edition) With the world of work profoundly disrupted by artificial intelligence, machine learning and COVID-19, the role of the executive assistant is changed forever. Learn how to respond to these challenges and help create 'the better normal' while developing the leadership skills necessary to thrive in a senior administrative position. From bestselling author and expert Sue France, *The Definitive Executive Assistant & Managerial Handbook* is the ultimate guide to management in the context of an administrative role. Placing an emphasis on both personal leadership and practical skills, this new edition of the award-winning book teaches readers to manage a team, develop the emotional intelligence to understand their colleagues, negotiate effectively and confidently manage a project. Equipped with these tools, readers will be ready to steer their teams to organizational success in any situation. With new sections on best practice for managing remote workers and building a responsible relationship with new technologies, *The Definitive Executive & Managerial Handbook* is an indispensable guide for both ambitious PAs aiming for promotion and senior assistants who want to improve their skills.

Many executives don't take full advantage of the assistant who sits right outside their door. This book educates executives about all the ways in which they can streamline and improve the way they work with the help of a great assistant, while teaching them to identify great candidates and maximize the benefits of this special relationship.

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Many tens of thousands of school practitioners and teachers (K–12) have benefited from the step-by-step guidelines and practical tools in this influential go-to resource, now revised and expanded with six new chapters. The third edition presents effective ways to assess students' strengths and weaknesses, create supportive instructional environments, and promote specific skills, such as organization, time management, sustained attention, and emotional control. Strategies for individualized and classwide intervention are illustrated with vivid examples and sample scripts. In a large-size format with lay-flat binding for easy photocopying, the book includes 38 reproducible forms and handouts. Purchasers get access to a Web page where they can download and print the reproducible materials. New to This Edition *Chapter with guidance and caveats for developing individual education programs (IEPs), 504 Plans, and multi-tiered systems of support (MTSS). *Chapters on working with students with attention-deficit/hyperactivity disorder (ADHD) and autism spectrum disorder. *Three guest-authored chapters describing exemplary schoolwide applications. *More student centered--provides a template for involving children in intervention decision making. *Fully updated with the latest developments in the field. This book is in The Guilford Practical Intervention in the Schools Series, edited by T. Chris Riley-Tillman.

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 personal leadership development as well as practical 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 and induct staff, make decisions fairly and consistently, build a productive team and environment and get noticed at work. For ambitious 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.

You're only a startup CEO once. Do it well with *Startup CEO*, a "master class in building a business." —Dick Costolo, Former CEO, Twitter
Being a startup CEO is a job like no other: it's difficult, risky, stressful, lonely, and often learned through trial and error. As a startup CEO seeing things for the first time, you're likely to make mistakes, fail, get things wrong, and feel like you don't have any control over outcomes. Author Matt Blumberg has been there, and in *Startup CEO* he shares his experience, mistakes, and lessons learned as he guided Return Path from a handful of employees and no revenues to over \$100 million in revenues and 500 employees. *Startup CEO* is not a memoir of Return Path's 20-year journey but a thoughtful CEO-focused book that provides first-time CEOs with advice, tools, and approaches for the situations that startup CEOs will face. You'll learn: How to tell your story to new hires, investors, and customers for greater alignment How to create a values-based culture for speed and engagement How to create business and personal operating systems so that you can balance your life and grow your company at the same time How to develop, lead, and leverage your board of directors for greater impact How to ensure that your company is bought, not sold, when you exit *Startup CEO* is the field guide every CEO needs throughout the growth of their company.

The church administrative assistant is a key part of effective ministry. Greeting weekday visitors, taking phone messages, managing

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paperwork, and keeping the pastor and staff organized are just a few of the daily tasks of an assistant's role. This myriad of duties and responsibilities, which are often unique to each individual church, makes training new assistants an often difficult and daunting task for pastors and staff. The Church Administrative Assistant's Handbook is a valuable training tool to help church administrators and assistants work together to achieve efficiency and maximize their church's ministry. It includes a variety of useful forms and information for the pastor and assistant to use together as they set up their requirements and expectations for a successful team. Resources include: Design expectations and qualifications to use when selecting an executive assistant Questionnaires to help determine work style, personality, and spiritual gifts Practical tips, guidelines, and tools for accomplishing daily tasks A CD with reproducible files of policies, templates, forms, checklists, and procedures, which can be adapted to fit a person's various needs

Finally! Board member orientation truly simplified. Serving on a nonprofit board can be an incredibly rewarding experience for the properly prepared board member. This book is for the generous and busy people who agree to give of their time and talents by serving on nonprofit boards. Nonprofit boards often fail to do a good job of board member orientation for a variety of reasons. It takes a significant amount of time and effort to plan and conduct quality board member orientation programs, and every time a new board member arrives, it's time to do it again! Because of the challenges associated with providing quality board member orientation, many nonprofit organizations do not do it at all, leaving their board members to wing it. This book provides help and support to the truly great men and women serving on nonprofit boards whose service makes a positive difference in the lives of countless people every day. This book is a concise and appropriately comprehensive guide to nonprofit board service designed especially for new board members. It is a quick read, (about one hour), yet it addresses with accuracy the most significant elements of board service, such as mission, responsibility, duty, risk, liability, and board meeting dynamics. Hooey Alerts! Watch for Hooey Alerts! where the author identifies and dispels common myths and legends about nonprofit board service. There are many sources of false or misleading information about the nonprofit board service environment. A perfect example is the often vaguely-worded and intimidating assertion or implication that the Sarbanes-Oxley Act passed by Congress in 2002 applies to nonprofit organizations in a manner similar to how it applies to publicly-traded companies. (It does not.) Reviews "This book is the perfect guide for every nonprofit board member! Concise, highly informative, and loaded with nuggets of wisdom, it's a must read that will take board members to the next level of successful board governance." -- J. Todd Chasteen, General Counsel, Samaritan's Purse "Mike Batts has put his quarter century of advising and serving on nonprofit boards to good use in this accurate and easy-to-read book. In addition to describing major principles of nonprofit law and governance, the book provides helpful questions to guide board members in understanding the practical applications of the concepts discussed. While geared primarily toward helping new board members get up to speed quickly, it should also help veteran board members discharge their stewardship roles wisely and efficiently." -- Chuck Hartman, Associate Professor of Business Law and Accounting, Cedarville University "This book, Board Member Orientation, is exactly what a busy volunteer board member needs. The board member's duties are presented in a clear and concise manner from the perspective of someone who has been around many boards. With a focus on those issues that are most common and/or most important, it is perfect for board member orientation and for quick reference reminders for the experienced board member." -- Doug Starcher, Partner, Broad & Cassel "This book provides clear, no-nonsense guidance on the basic issues for new nonprofit board members. Using this book for board member orientation will ensure your organization has communicated fundamental governance issues and will assist the board in determining risk management strategies." -- Dan Busby, President, ECFA ***** The Simple Board Member Orientation Process Using This Book: 1. Your board members

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read Chapters 1-9 of the book, which will provide them with insights regarding the key elements of nonprofit board service. 2.You provide the board members with copies of the documents described in Chapter 10 related to your organization. 3.You meet with your board members to discuss the unique attributes of your organization following the discussion questions provided in Chapter 10. Done!

We all have a personal brand whether we realize it or not. It determines not only our long-term earning potential but also at times our future opportunities. A strong personal brand cannot be faked, it needs to be authentic and is refined over time by being consistent and professional. The goal of this book is to get practical about building and maintaining a strong personal brand. In a world where more assistants are competing for fewer positions we need to become aware of the value of our own personal brands, and how to make our brands work for us. We need to know what the things are that build or damage our brands, and how we can ensure that our brands are considered desirable. This book will take you on a journey in which you will analyse your own brand's health, learn tools for brand building, understand the brand breakers you might encounter in your life, and discover brand recovery strategies, by the end of which you will be able to establish and maintain your own brand as a premium one throughout your career.

The second edition of the Impact Evaluation in Practice handbook is a comprehensive and accessible introduction to impact evaluation for policy makers and development practitioners. First published in 2011, it has been used widely across the development and academic communities. The book incorporates real-world examples to present practical guidelines for designing and implementing impact evaluations. Readers will gain an understanding of impact evaluations and the best ways to use them to design evidence-based policies and programs. The updated version covers the newest techniques for evaluating programs and includes state-of-the-art implementation advice, as well as an expanded set of examples and case studies that draw on recent development challenges. It also includes new material on research ethics and partnerships to conduct impact evaluation. The handbook is divided into four sections: Part One discusses what to evaluate and why; Part Two presents the main impact evaluation methods; Part Three addresses how to manage impact evaluations; Part Four reviews impact evaluation sampling and data collection. Case studies illustrate different applications of impact evaluations. The book links to complementary instructional material available online, including an applied case as well as questions and answers. The updated second edition will be a valuable resource for the international development community, universities, and policy makers looking to build better evidence around what works in development.

Feed your boss's ego. Dress for success. And don't let your heels trip you up on the corporate ladder. Millions of women have held the position of secretary, alternately lauded as a breakthrough opportunity and excoriated as dead-end busy work. From the female pioneers who infiltrated Capitol Hill offices during the Civil War to today's tech-savvy administrative assistants, secretaries have withstood criticism for abandoning their rightful sphere (the home), weathered the dubious advice of secretarial guide-books, taken hits from feminists and antifeminists alike, and demanded the right to resist making coffee—all while making their bosses look good. In *Swimming in the Steno Pool*, author-secretary Lynn Peril profiles the various incarnations of the secretary, from pliable, sexy mate of the "office husband" to postfeminist executive-in-training, drawing inspiration from a wide range of "femorabilia" and secretarial guidebooks of yesteryear. Featuring an array of fabulous illustrations promoting office equipment and office girls alike, Peril delivers a feisty, witty celebration of the women who've been running the show for decades.

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