

# Become an Inner Circle Assistant



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The words Inner Circle conjure up visions of an exclusive group of people whose achievements are admired and rewarded. The Inner Circle Assistant title doesn't show up on any organizational chart but she's the woman or, the man, who knows how to make things happen and supports the movers and shakers in the organization. Become An Inner Circle Assistant outlines the steps to earn the Inner Circle status as well as thrive in the position. It is a book of strategy and workplace philosophy that will help administrative professionals become top performers in work and in their careers. The book presents the competencies that characterize successful office professionals and is based on the author's popular training program, the Star Achievement Series®, which is delivered to thousands of administrative professionals nationwide. Assistants who learn these competencies and incorporate them into their work will be successful. They will increase their impact on the company's results, be visible and recognized as a star performer, prepare for future positions, increase self-esteem and levels of confidence, and ultimately achieve Inner Circle status.

作者介绍:

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