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"If you're tired, you're poor, and you're a huddled mass of an assistant yearning to breathe free, look no further than Save the Assistants." --Yahoo! "Lilit at Save the Assistants . . . feels your pain." --Marie Claire What happens when nine-to-five turns into nine-to-eleven? How do you outmaneuver the office Underminer? Is it appropriate to have a cocktail at a company lunch? How do you get reservations for a restaurant with an unlisted phone number? What do you do when your boss throws a stapler at your head? As Page Six Magazine recently noted, bosses are "going from mean to monstrous -- and making The Devil Wears Prada look like a love story." What's an office drone to do? Call on Save the Assistants, the addictive and insightful guide to workplace sanity by Lilit Marcus, renowned assistant expert. On your first day at work, you learned how to answer the phone and turn on the computer. But four years of college hardly prepared you for the coffee-fetching, back-stabbing, and you-should-have-done-it-yesterdays of office life. Save the Assistants is here to help you not only survive your job, but ultimately get the career you want. 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. Teaching Assistants are increasingly relied upon to provide for children who experience difficulties in learning. **Key Issues for Teaching Assistants** is an essential companion for any Teaching Assistant who wants to understand more about inclusion and diversity in today's classrooms. While focussing particularly on the diverse roles of teaching assistants in supporting inclusive education, this book will be invaluable for all those involved in the development of inclusive learning and teaching. This highly accessible resource explores the values and the possible contradictions in policies and beliefs, enabling Teaching Assistants to develop a deeper understanding of the fundamental principles of inclusive education. Contributions from leading experts in the field consider common classroom issues such as: inclusion and special needs dealing with hard-to-reach parents tackling bullying and supporting those bullied boys, girls and the different ways they achieve being the class 'TA' not 'PA'. Each chapter contains an overview of topical debates, current research and initiatives, emphasising inclusive approaches and the importance of understanding the perspectives of children, regardless of their difference. Useful questions for reflection and a helpful list of suggested further reading material are also provided. Teaching Assistants, whether in practice, or as part of their study, will find this book an indispensable resource. There are more than 200,000 teaching assistants (TAs) in the UK. This comprehensive, practical book deals with how to make use of them effectively. Written by a recognised authority on TAs the book investigates the roles of leadership and management the various roles of TAs and what distinguishes them from other support staff the whole-school learning environment Auditing the needs of the school and the needs of the TAs good practice in appointing and developing TAs – technicalities, examples and proforma. using a TA in the classroom - guidance for teachers leading a team of TAs. This supportive and stimulating book is complemented with practical and effective strategies for managing TAs. TAs can contribute to higher standards for pupils, better curriculum delivery, improved work-life balance and effectiveness for teachers and support for whole school policies. Including examples of good practice, real-life accounts, research evidence, sources of help and suggestions for further reading, this book provides all the guidance a manager will need to help them make the best use of their TAs. A comprehensive and practical guide to supporting the development of children and young people in a variety of educational settings including primary, secondary and special schools as well as extended schools. It also includes exercises to develop the TA's personal and professional skills as well as key tasks which contribute to portfolio of evidence. Ideal for all Level 2 and 3 NVQ and SVQ Teaching Assistants and support staff, **Teaching Assistant's Handbook 2nd edition** is fully updated in line with the new National Occupational Standards. The Avid

Assistant Editor's Handbook presents new users with what should be their first experience with this powerful software. Drawing from common Avid assistant editor tasks, the book starts with digitizing and ends with onlining and the final delivery of a show. There is also a comprehensive chapter on multigrouping that details this often-used process and often-encountered job requirement. The **Avid Assistant Editor's Handbook** provides new users a solid foundation for working in Avid, and it can accelerate an Avid assistant editor's transition to a coveted editor role.

The Preceptor's Handbook for Supervising Physician Assistants is a helpful guide for clinical preceptors of physician assistant (PA) students during their educational program and for physicians who supervise PAs in their practice. This work encompasses the experience and passion of four dedicated PA educators with combined experience of over 100 years. This indispensable resource addresses current practice as well as future projections and provides guidance for new styles of supervision in evolving health care systems including distance supervision, supervision in teams, and patterns of supervision in home care and geriatrics. Covering a wide variety of topics including supervision in the team environment as well as in individual practice, this handbook will provide the physician and physician assistant with the information and skills needed to be an excellent preceptor for students and a supervising clinician for graduate PAs. Features • Case Studies • Job Descriptions • Performance Agreements • Evaluation Tools • Professional Improvement Plans

"The uniqueness of the physician-PA team paves the way for effective physician assistant practice. The Preceptors Handbook: A Guide to Supervising Physician Assistants presents a comprehensive model to help physicians reap the benefits that PAs bring to their practice, their patients, and the health care team. This clear and accessible resource provides step-by-step guidelines for building relationships with PAs, including tips on how to hire and work effectively with a PA, how to give constructive feedback, and how to apply coaching strategies. The authors, all leaders in PA education and practice, provide the essential information for building and sustaining a successful physician-PA team." ~ Janet J. Lathrop, MBA President, National Commission on Certification of Physician Assistants (NCCPA)

This textbook will be the perfect companion to you if you are taking a qualification in Supporting Teaching and Learning in Schools at level 2, whether that is the Award in Support Work in Schools, Certificate in Supporting Teaching and Learning in Schools, or Certificate in Supporting the Wider Curriculum.

Teaching Assistant's Handbook for Level 2, offers you a comprehensive and practical guide to supporting the development of children and young people in a variety of educational settings, including primary, secondary and special schools as well as extended schools. The tasks included will develop your personal and professional skill as well as key tasks which will contribute to your assessment. This new edition is updated in line with the revisions made to the specification following the implementation of the Qualifications and Curriculum Framework in 2010, and now mirrors the structure of the units that make up the various Level 2 qualifications.

Supporting Teaching and Learning in Schools is an accessible, user-friendly handbook designed to provide practical guidance and ideas to support Higher Level Teaching Assistants (HLTAs). It covers the knowledge and skills needed by HLTAs to work effectively with pupils, teachers, parents and other professionals concerned with the well-being of children. The book relates directly to the standards for HLTAs but also provides a deeper grounding in pedagogy and the role of the teacher and the HLTA in creating productive learning environments. The text is illuminated with examples of existing good practice, and a range of tried-and-tested strategies to help HLTAs develop in all aspects of their work. It provides essential background knowledge, together with a range of activities designed to support learning, examining: the roles of the HLTA and teacher respectively, and interactively classroom

management and interactions with pupils pupil differences the place of the HLTA within the school community professional development. The book can be used alongside the popular Routledge Learning to Teach in the Secondary School series, which gives detailed examples of theory and practice about teaching and learning for trainee teachers. It is an invaluable resource for current and prospective HLTAs working across a wide range of subjects The over-arching role of Teaching Assistants is to support teaching and learning in schools. To do this effectively, they need to understand the curriculum content of all the subjects in which they provide support and know what learning outcomes are sought. This accessible book provides an overview of the knowledge, skills, understanding and attitudes that children learn in each subject in their primary years. Supporting Education: The Teaching Assistant's Handbook provides the essential information needed to complete the Certificate III in Education Support in the Community Services Training Package. This resource provides Teaching Assistants within overview of child development and how children learn, as well as an introduction to the key learning areas for primary school students. Links to a wide range of online resources and information are also included along with strategies for working with students and teachers. Written by and for physician assistants, this compact, portable resource presents all of the information needed on the job. It reviews symptoms, pathophysiology, laboratory studies, differential diagnosis, treatment, and pediatric and obstetric considerations for the conditions most commonly encountered in practice. Coverage of every major medical subspecialty makes the book indispensable in any clinical setting. Organizes information by disease and presents it in a concise outline format-so it's easy to find, absorb, and use. Uses a logical, consistent approach for each health condition: Definition - History - Physical Examination - Patho-physiology - Diagnostic Studies - Differential Diagnosis - Treatment - Pediatric Considerations - Obstetrical Considerations - Geriatric Considerations - and Prevention. Features "Pearls for the PA" to help readers provide optimal patient care. Covers brand-new topics such as Congenital Heart Disease - Abdominal Trauma - General Principles of ACLS - Metabolic Bone Disease - Cholecystitis - Bartholins Cyst/Abcess - Normal Pregnancy and Complications - Arterio-sclerosis Obliterans - Embolism/Thrombosis - Head Injury - Hydrocephalus - Meningioma - Subarachnoid - Adrenal/Renal Cancer - Gastric Cancer - Glioma - Liver Tumor - Musculoskeletal Tumor - Pancreatic Cancer - Testicular Cancer - Uterine Cancer - Epistaxis - Attention Deficit/Hyperactivity Disorder - Pulmonary Contusion - Foot - Fractures - Spine - Strain/Sprain - Incontinence - Hydrocele - Hypospadias - Testicular Torsion Varicocele - and Anesthesia. Includes information on geriatric considerations and preventive medicine for every disease and disorder.. Offers a new full-color insert with 48 photographs depicting some of the most common dermatologic problems. Presents detailed material on commonly performed procedures, written by experienced practitioners. 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. WANTED: well organised, computer savvy home-workers to help busy professionals and entrepreneurs get more done. Work where you want, when you want and set your own salary as a successful Virtual Assistant. If you have excellent organisational skills, want the freedom to work from home and are passionate about doing a great job then a career as a Virtual Assistant could be for you! Professional VA, Nadine Hill, shares all her tricks-of-the-trade to help budding and working VAs to become more in-demand with the right clients and more in-control of their success. Inside you will learn: * Tricks for being in-demand even if you know nothing about marketing * How to find your niche to stand out from the competition * Hard-won time-management tactics for staying sane and productive * A simple technique for setting

your fees to be profitable and competitive * Where to go for further information including business development, networking and financial advice * The 9 most common mistakes new VAs make and how to avoid them * 6 candid case studies with top tips from successful working VAs * How to raise your fees without losing clients by demonstrating value not cost * How to find and do work that you love without compromising your values * Systems and secrets for running a successful business and having a life

The Ultimate EU Test Book Assistants 2020 is specially designed for candidates preparing for European Personnel Selection office (EPSO) competitions at Assistant (AST and SC) level. It is relevant to all Assistant-level EPSO open competitions and CAST selections. The 2020 edition is the biggest Assistants edition ever and full of strategies, advice and practice exercises. The focus is on the computer-based multiple choice question tests which prove an obstacle to so many. Included are methodologies, warm-up exercises and hundreds of practice questions with answer explanations showing shortcuts and common pitfalls. Brand new features for 2020 are the specially designed warm-up exercises for tackling numerical and abstract reasoning questions, the tests which give many candidates particular difficulties. The 2020 edition also introduces an expanded guide to the whole EPSO process specifically for Assistant-level open and CAST competitions, explaining how to improve your chances and the common errors to avoid. Note: Candidates for Administrator exams should use "The Ultimate EU Test Book Administrators 2020" and those who reach the final stage Assessment Centre should use "The Ultimate EU Test Book Assessment Centre 2020"

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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 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. A practical and accessible insight into the different ways that students learn. This book offers advice and guidance needed to support effectively the reading skills, writing skills, memory, revision and exam technique of your pupils in order for them to take responsibility competently for their own study. It includes: photocopyable resources for use in practice within the secondary classroom examples of children's work that transfer theory into a classroom context advice and guidance on effective study support with no prior knowledge of learning styles and theories required fully inclusive strategies that can be used with pupils of all abilities. This book is specifically aimed at German-speaking secretaries, PAs, and management assistants who need to speak English in their daily work. This book enables you to deal with a range of challenging situations in the most effective and efficient way. It

provides guidelines, models, and expressions contextualised in realistic situations that you can dip into on a need-to basis. Written in the context of recent legislation in England and guidance to schools, this is a practical handbook for learning support assistants and teachers working with them. It can be used to ensure that: support assistants know what to expect of colleagues and colleagues know what to expect from support assistants; children are given the best support possible by support assistants who understand the nature of their needs; support assistants and teachers work together effectively to support the child with special needs; and that training is relevant and helpful. Excel as an Assistant Cameraman (AC) in today's evolving film industry with this updated classic. Learn what to do—and what NOT to do—during production and get the job done right the first time. The Camera Assistant's Manual, Sixth Edition covers the basics of cinematography and provides you with the multi-skill set needed to maintain and transport a camera, troubleshoot common problems on location, prepare for job interviews, and work with the latest film and video technologies. Illustrations, checklists, and tables accompany each chapter and highlight the daily workflow of an AC. This new edition has been updated to include: A fresh chapter on the entry level camera positions of Camera Trainee/Production Assistant Coverage of emerging iPhone apps that are used by filmmakers and ACs on set An updated companion website offering online tutorials, clips, and techniques that ACs can easily access while on location (www.cameraassistantmanual.com) All new sample reports and forms including AC time cards, resumé templates, a digital camera report, and a non-prep disclaimer Instruction and custom forms to help freelance filmmakers keep track of daily expenses for tax purposes The Camera Assistant's Manual, Sixth Edition is an AC's bible for success and a must-have for anyone looking to prosper in this highly technical and ever-changing profession. "The Army physician assistant (PA) has an important role throughout Army medicine. This handbook will describe the myriad positions and organizations in which PAs play leadership roles in management and patient care. Chapters also cover PA education, certification, continuing training, and career progression. Topics include the Interservice PA Program, assignments at the White House and the Old Guard (3d US Infantry Regiment), and roles in research and recruiting, as well as the PA's role in emergency medicine, aeromedical evacuation, clinical care, surgery, and occupational health."--Amazon.com viewed Oct. 29, 2020. "Making the Most of Your Teaching Assistant is an essential handbook for every SENCo and teacher responsible for managing Teaching Assistants. Based firmly in the classroom and focused on supporting pupil progress it provides clear guidance and practical support in deploying, training and monitoring the effectiveness of Teaching Assistants. This easy-to-use book: - sets the current context of the development of the role of Teaching Assistants within that of wider workforce reforms - advises on how best to advertise, recruit and interview Teaching Assistants - proposes a process for the successful induction of new Teaching Assistants - explores a variety of ways in which you can deploy your Teaching Assistants, emphasizing the importance of teamwork and defining roles and responsibilities - suggests how schools can monitor and evaluate the impact of the work of their Teaching Assistants on the academic and social progress of all their pupils - provides forms and other resources that can be photocopied and used immediately to support the work of Teaching Assistants - gives many examples of current best practice with scenarios and case studies based on real events in real schools. This book is an invaluable source of information and advice for class teachers and leadership teams who seek to make the most effective use of the teaching assistants in their schools to support the teacher, the learning, the curriculum, and the school as a whole. Trainee and new teachers will find the book an invaluable resource in preparing to work alongside and manage teaching assistants in their classrooms." The number of older people who rely on

caregiving for their daily needs has been on the rise for many years, and continues to increase as the baby boomer population ages. This fact has highlighted the need for greater understanding and skill training for elder-care assistants in hospitals, residential and nursing homes, the community and at home. Care of the Older Person has been written specifically for these caregivers and provides information necessary to understand and implement good working practices. Written in a clear, easy-to-follow style, this highly illustrated book is both informative and interesting, and encourages active reader participation. Moreover, the book's material has been closely linked to Vocational Qualifications, and therefore will help those preparing for their NVQs. The Photographer's Assistant Handbook is a text that offers industry insights to assistants in the field. This book includes the required skills and responsibilities of an assistant, details of professional business practices, and provides technical tips and tricks to help assistant's carve their path in the industry. The Photographer's Assistant Handbook includes everything from how to achieve the necessary mindset, to the everyday tools an assistant should carry. Assistants will learn valuable tips on how to get a job, improve their own photographic techniques, and how to transition from a professional assistant to a professional photographer. Essential for photographer's assistants or those looking to break into assisting Teachers required skills and lists the responsibilities of the job Useful technical tips, tricks and shortcuts How to be an Outstanding Primary Teaching Assistant is packed full of advice, tips and strategies to help teaching assistants deliver outstanding support in the primary classroom. Written by an experienced teaching assistant, this book explores the diverse range of roles and responsibilities held by support staff in primary schools and provides guidance on how to tackle them successfully. It features tried-and-tested ideas that can be easily implemented and helps teaching assistants to build a toolbox of skills and strategies to support children throughout their school career, whatever their ability or need. This easy-to-use book includes creative advice on how best to assist the classroom teacher and the children they teach, including those with special educational needs, English as an additional language, or behavioural difficulties. It is an invaluable resource for newly qualified and more experienced teaching assistants. First Published in 1995. Routledge is an imprint of Taylor & Francis, an informa company. 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. The Teaching Assistant's Guide to Effective Interaction is the definitive guide to teaching assistant-pupil interaction and an invaluable professional development tool for classroom support staff and the teachers who work with them. The authors' research and development work with schools has highlighted the need for specific, practical guidance on the role of the teaching assistant. This highly practical and accessible book sets out a role for teaching assistants that focuses on

developing pupils' independence and ownership of learning. Based on a classroom-tested framework, and covering the main contexts in which teaching assistants work, it includes practical strategies and reflective activities to help you improve the support you provide to pupils in everyday settings. This book will help you to: Improve your interactions with pupils Understand the principles behind effective classroom talk Carefully scaffold pupils' learning Work effectively in collaboration with teachers Support the Assessment for Learning process Support group work and collaborative tasks Deliver intervention programmes. This book is an essential read for all teaching assistants. It will also be of interest to school leaders, SENCOs and teachers, in both primary and secondary schools, who wish to improve their use of teaching assistants and their own interactions with pupils. The church administrative assistant is a key part of effective ministry. Greeting weekday visitors, taking phone messages, managing 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 need Suitable for Level 3 learners, this work is written specially for those who support teaching and learning in secondary schools, it is filled with activities to help build evidence for portfolios, with referencing to the standards to help organise work. It is also reviewed by an expert on Scottish education to ensure full applicability to the SVQ. Newly qualified teachers, trainee teachers and teaching assistants receive little training in working with students with special needs – The SEN Handbook acts as a comprehensive guide for them. Features include: collaboration with NASEN, ensuring up-to-the-minute advice on SEN issues linked throughout to the National Standards allowing readers to understand exactly what is expected of them – and how to achieve it practical, useful and accessible writing which is specifically aimed at TAs, NQTs and trainees easy to 'dip into' when needed. An invaluable resource for newly qualified teachers, teaching assistants and trainee teachers. Teaching assistants are an integral part of classroom life, yet pioneering research by the authors has shown schools are not making the most of this valued resource. Evidence shows the more support pupils receive from TAs, the less academic progress they made. Yet the reason for this has little to do with TAs. It is decisions made about them by school leaders and teachers that best explain this provocative finding. The fully updated second edition of this book draws on the experiences of schools that have put this guidance into action via the Maximising the Impact of Teaching Assistants programme. Revised to reflect the latest research evidence and changes within education, including the 2014 SEND Code of Practice, this book will help school leaders and teachers in primary and secondary settings to rethink the role, purpose and contribution of TAs, and add real value to what can be achieved in classrooms. Setting out a field-tested process, structured around a coherent and empirically sound conceptual framework, this book: helps school leaders review, reform and reenergise their TA workforce provides practical strategies to implement in the classroom illustrates key points with new case studies provides photocopiable templates and resources to support decision-making and action. Maximising the Impact of

Teaching Assistants provides much-needed and evidence-informed guidance on how to unleash the huge potential of TAs, and is essential reading for all school leaders. Think of it, to try and make movie. What a crazy idea! This popular handbook is designed to give new Production Assistants (P.A.s) an edge in the insane world of movie making. Topics include how to get your first job, the basics of lock-downs, radio communication, running talent, what to bring to a set, and driving. Written by a P.A., this handbook is full of advice and stories from the trenches. The 3rd edition has been expanded and checked by industry professionals, P.A.s and instructors at film schools. Veteran camera assistant Doug Hart describes in this comprehensive technical guide all of the important facets and duties of the first and second camera assistants' jobs. Whether it is feature films, episodic television, documentaries, commercials, or music videos, The Camera Assistant: A Complete Professional Handbook explains both the practice and theory behind it with a concentration on technique rather than equipment. In addition, personal anecdotes from the author's years behind and beside the camera provide insight into this demanding field. Key topics include film formats and aspect ratios, testing lenses and camera equipment, focus theory, film loading and labeling, scene blocking, marking actors, shooting tips, slating, paperwork, equipment maintenance, set etiquette, and finding work. This is not a camera equipment handbook; it is a comprehensive procedures manual which describes and explains the most important responsibilities of the camera assistant on the set, the theory behind the practice, and the methods that get the job done properly and keep the assistant frequently employed. Douglas C. Hart has been a freelance first-camera assistant on feature films, documentaries, television shows, and commercials for more than 20 years, including 10 years (and 10 films) as first-camera assistant to Gordon Willis, ASC, as well as work in 42 states and 26 foreign countries. His work includes Presumed Innocent, Hannah and Her Sisters, The Cosby Mysteries, and CBS's Central Park West. He is a member and former president of the International Photographers Local 644, IATSE, and teaches the Camera Assistant Workshops at the International Film and Television Workshops in Rockport, Maine. 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.

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