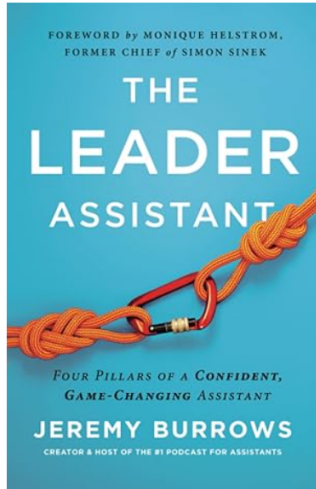



## Book Suggestions on Onboarding



### The Leader Assistant: Four Pillars of a Confident, Game-Changing Assistant

Assistant Paperback – June 12, 2020

by Jeremy Burrows (Author)

4.7  (1,239) 4.1 on Goodreads 659 ratings

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Assistant, you are a leader.

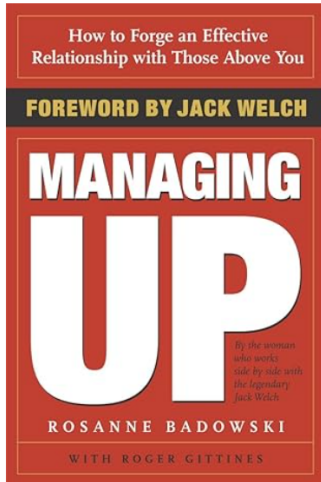
As an assistant, you constantly face obstacles that hold you back from accomplishing your career goals. Whether it's a job change, shifting deadlines, a micromanaging executive, a toxic co-worker, a high-pressure project, or an intense negotiation with a vendor, the administrative profession is not for 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—embody 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?

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Print length	Language	Publication date	Dimensions	ISBN-10
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### Managing Up: How to Forge an Effective Relationship With Those Above You

Above You Paperback – October 19, 2004

by Rosanne Badowski (Author), Roger Gittines (Author)

4.3  (220) 3.4 on Goodreads 340 ratings

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Everyone has a boss. And anyone who has aspired to move up the corporate ladder knows that their relationship with those they report to is crucial. In *Managing Up* Rosanne Badowski offers a straightforward, entertaining, no-holds-barred account of what it takes to make your relationship with your boss work to your advantage, no matter where you stand in the corporate hierarchy.

Told through rich, colorful anecdotes about her years spent working with one of the smartest, most demanding and dynamic business leaders of the twentieth century, legendary GE CEO Jack Welch, Badowski reveals the secrets to career success she has gleaned over the years. At heart, it's about working with the person above you to create a

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