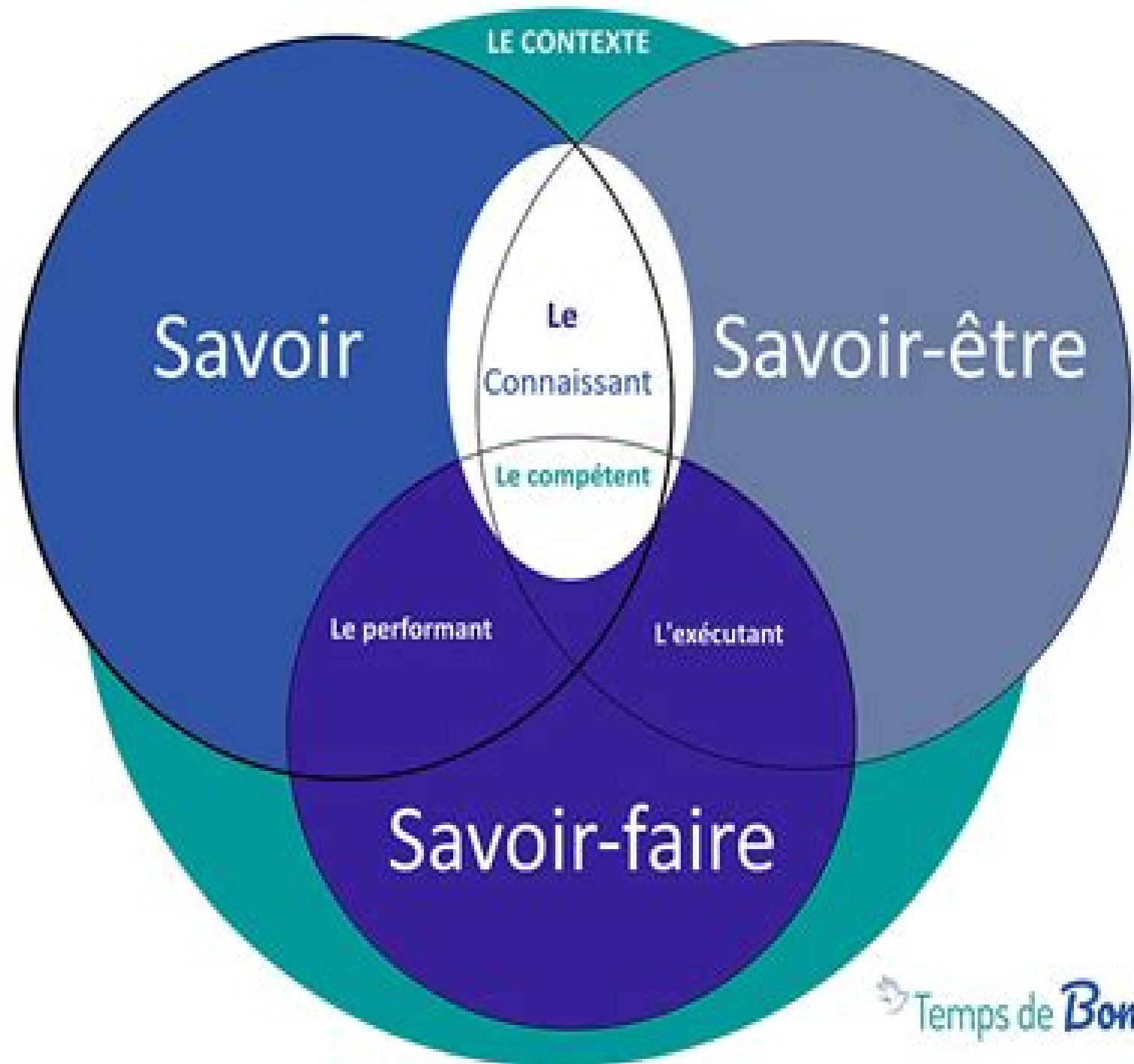




Toute La Fonction Assistante Savoirs Savoirfaire Savoircircire Savoirs Savoirfaire Savoircircire

Christine Harache



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Toute la fonction assistante Christine Harache, 2008 Ce livre couvre l'ensemble des compétences nécessaires à l'existence du métier d'assistante Les Savoirs comprendre les enjeux auxquels les entreprises sont confrontées actuellement ainsi que les choix qu'elles font pour y faire face positionner le rôle de l'assistante comprendre l'importance des relations interculturelles Les Savoir faire gérer son temps et les priorités gérer les informations nécessaires au manager et l'équipe maîtriser les techniques de rédaction savoir prendre des notes et rédiger les comptes rendus mettre en page les documents papier et écran mettre en place et suivre les tableaux de bord et les budgets Les Savoir être savoir communiquer efficacement en face à face et en réunion manager une équipe adopter la business attitude développer son excellence relationnelle manager son manager Ses atouts un contenu actuel et exhaustif une circulation aisée dans l'ouvrage mise en page aérée et interactive onglets renvois mise en couleur encadrés des trucs et astuces prouvés un ouvrage pratique de nombreuses illustrations des fiches outils des check lists **Toute la fonction assistante**, 2017-02-01 Livre de référence sur le métier d'assistante ou de secrétaire cet ouvrage offre la fois les savoirs connaissances permettant de comprendre le rôle de l'assistante dans l'entreprise entièrement actualisés les savoir faire l'ensemble des méthodes outils grilles nécessaires la mise en œuvre de la fonction y compris la dernière version d'Office 2010 et les savoir être compétences transversales et humaines nécessaires la ressource qui s'enrichit de développements sur le personal branding le marketing de soi Cet ouvrage est conçu la fois pour une prise en main de la fonction le développement des compétences opérationnelles la gestion et l'évolution de la carrière La 2e édition comprend également des ajouts sur le rôle de l'assistante dans l'entreprise large et virtuelle et dans la promotion du développement durable et sur la relation de confiance avec son manager

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