

Needle in a Haystack What Leaders Look for in their Secretary & Administrator

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Do you want to be the assistant that is prized by your leader?

Do you want to have a sense security about your job?

Do you want to be able to learn and grow as you do your work?

2 Needle in a Haystack

What does that mean?

Looking for something that is almost impossible to find.

Does it have to be that way?

What if you can be the needle that everyone leader looks for?

3 How Can You Be The Secretary/ Administrator That Leaders Look For? You are EASY to work with! Leaders come in different shapes and forms You can morph yourself into the form that suits the current leader that you serve. You are NOT a push-over You are clear about your boundaries Behavioural Flexibility Relationship Skills 4 Competencies for Secretary/Administrator Technical Skills Administering Supporting Productivity People Skills People/leaders who are considerate about others People/leaders who are NOT considerate about others 5 Relationship Skills Interpersonal How you connect and relate with others Intra-Personal How you communicate with yourself

Communication Skills Listening Supporting Questioning Feedback State Induction	
7 Intra-Personal Self Self-Esteem Self-Confidence Self-Efficacy Powers	
Ownership of your Powers Boundaries	
When you are EASY TO WORK WITH, you become the Secretary/Administrator that leaders look for!	

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