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

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## 6 Interpersonal

### Communication Skills

*Listening*

*Supporting*

*Questioning*

*Feedback*

*State Induction*

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## 7 Intra-Personal

### Self

*Self-Esteem*

*Self-Confidence*

*Self-Efficacy*

### Powers

*Ownership of your Powers*

*Boundaries*

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**When you are EASY TO WORK WITH, you  
become the Secretary/Administrator that  
leaders look for!**

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