

Exercise 3: Building A Star Partnership

Dear Leader

Today's administrative professionals make decisions, take risks, participate in staff meetings and are becoming an integral part of the management team. They are leaders to others in the organization, negotiators, act as liaisons, and have many talents if allowed to use them. Through your encouragement, sharing of responsibility and information and willingness to treat this individual as your business partner, he or she will become a valuable asset to you. This frees you to focus on the aspects of the business where you really make a difference and impact the bottom line.

1. What can you do to make your administrative partner part of the management team?

2. How do you plan to build a new team partnership or improve the existing long-term partnership?

3. What skills does your assistant have that are being underutilized?

4. What areas of responsibility do you currently have that you would most like to see your assistant handle?

5. How could you better use your time if you were freed of some of the hands-on managing you do now?

