

Strategies For Being A World Class Assistant

- Be engaged in the scope of your business partner's work.
- Become involved in new areas of decision making.
- Establish rapport with everyone you meet.
- Tap into another person's communication style to have the most impact.
- Bridge the age gap by understanding the values and characteristics of various generations.
- Tactfully voice your opinion.
- To be persuasive, formulate a clear and accurate plan.
- Take time to know what you want to communicate.
- Each day, cognitively choose to present a signature trademark.

Be sure to read the Office Dynamics Blog for more tips on this subject!

OfficeDynamics.com/blog