



A Secretary Is a Person Too

By Les Klinefelter

Outskirts Press. Paperback. Condition: New. 138 pages. Dimensions: 8.5in. x 5.5in. x 0.4in. A Secretary is a Person Too discusses the important role secretaries play in an organization. Although this book was written primarily for secretaries or individuals working as administrative assistants or like positions, the information can be used by anyone to understand why they behave the way they do. This book will improve your listening and communicating skills and help you understand the difference between thinking, feeling and behaving. It presents Transactional Analysis in a clear, understandable manner and uses a systemic approach to solving everyday problems. People, who have read this book, indicate it has helped them better understand themselves. It has also helped them communicate with others and solve problems. The more we learn about ourselves, the more able we become to assume control over what happens to us in our work as well as our relationships with other people. The exercises after each chapter reinforce the material presented and personalize it so it is directly related to the reader. People, who have read the book, indicate that the exercises played a key role in enhancing their self understanding. The exercises also enabled them to practice using...



READ ONLINE
[7.41 MB]

Reviews

Absolutely essential read publication. it absolutely was writtern very completely and valuable. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- Sarai Lebsack

Thorough guide for book enthusiasts. I am quite late in start reading this one, but better then never. Your lifestyle span will be transform when you total reading this article book.

-- Lindsey Larson

Relevant Books



Dont Line Their Pockets With Gold Line Your Own A Small How To Book on Living Large

Madelyn D R Books. Paperback. Book Condition: New. Paperback. 106 pages. Dimensions: 9.0in. x 6.0in. x 0.3in.This book is about my cousin, Billy a guy who taught me a lot over the years and who can teach you a lot. Everyone who...



Harts Desire Book 2.5 La Fleur de Love

Cajunflair Publishing. Paperback. Book Condition: New. Paperback. 112 pages. Dimensions: 8.0in. x 5.0in. x 0.3in.Its late 1974, and high school student, Melinda Dawson is in serious trouble. Within two hours of revealing her suspected pregnancy to her parents, shes whisked off against...



DK Readers Animal Hospital Level 2 Beginning to Read Alone

DK CHILDREN. Paperback. Book Condition: New. Paperback. 32 pages. Dimensions: 8.9in. x 5.8in. x 0.1in.This Level 2 book is appropriate for children who are beginning to read alone. When Jack and Luke take an injured duck to the vet, it is just...



DK Readers Day at Greenhill Farm Level 1 Beginning to Read

DK CHILDREN. Paperback. Book Condition: New. Paperback. 32 pages. Dimensions: 8.8in. x 5.7in. x 0.2in.This Level 1 book is appropriate for children who are just beginning to read. When the rooster crows, Greenhill Farm springs to life. Join the ducklings, cows, and...



Too Old for Motor Racing: A Short Story in Case I Didnt Live Long Enough to Finish Writing a Longer One

Balboa Press. Paperback. Book Condition: New. Paperback. 106 pages. Dimensions: 9.0in. x 6.0in. x 0.3in.We all have dreams of what we want to do and who we want to become. Many of us eventually decide it is too late; we have missed...



Summer Fit Preschool to Kindergarten Math, Reading, Writing, Language Arts Fitness, Nutrition and Values

Summer Fit Learning. Paperback. Book Condition: New. Paperback. 160 pages. Dimensions: 10.6in. x 8.3in. x 0.5in.Summer Fit Activity Books move summer learning beyond academics to also prepare children physically and socially for the grade ahead. Academic exercises are based on Common Core...