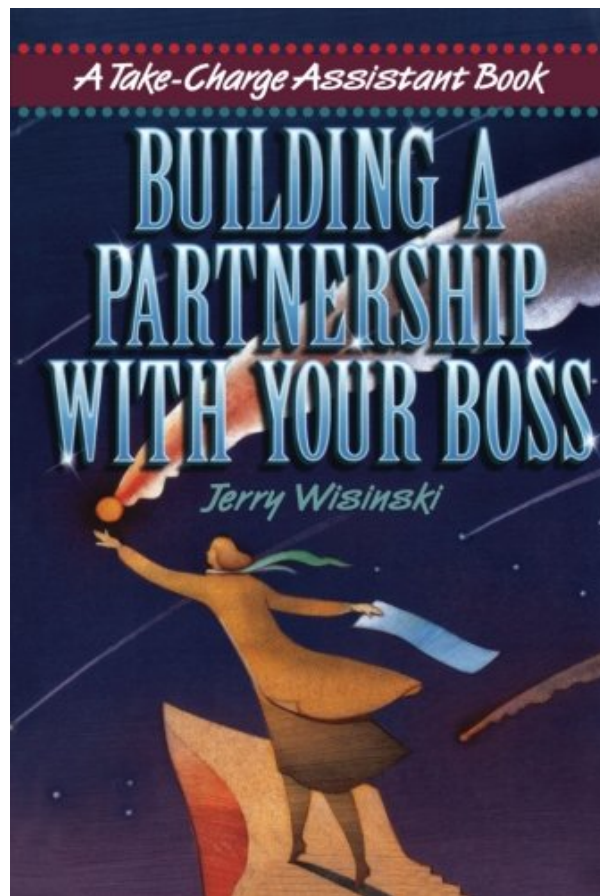
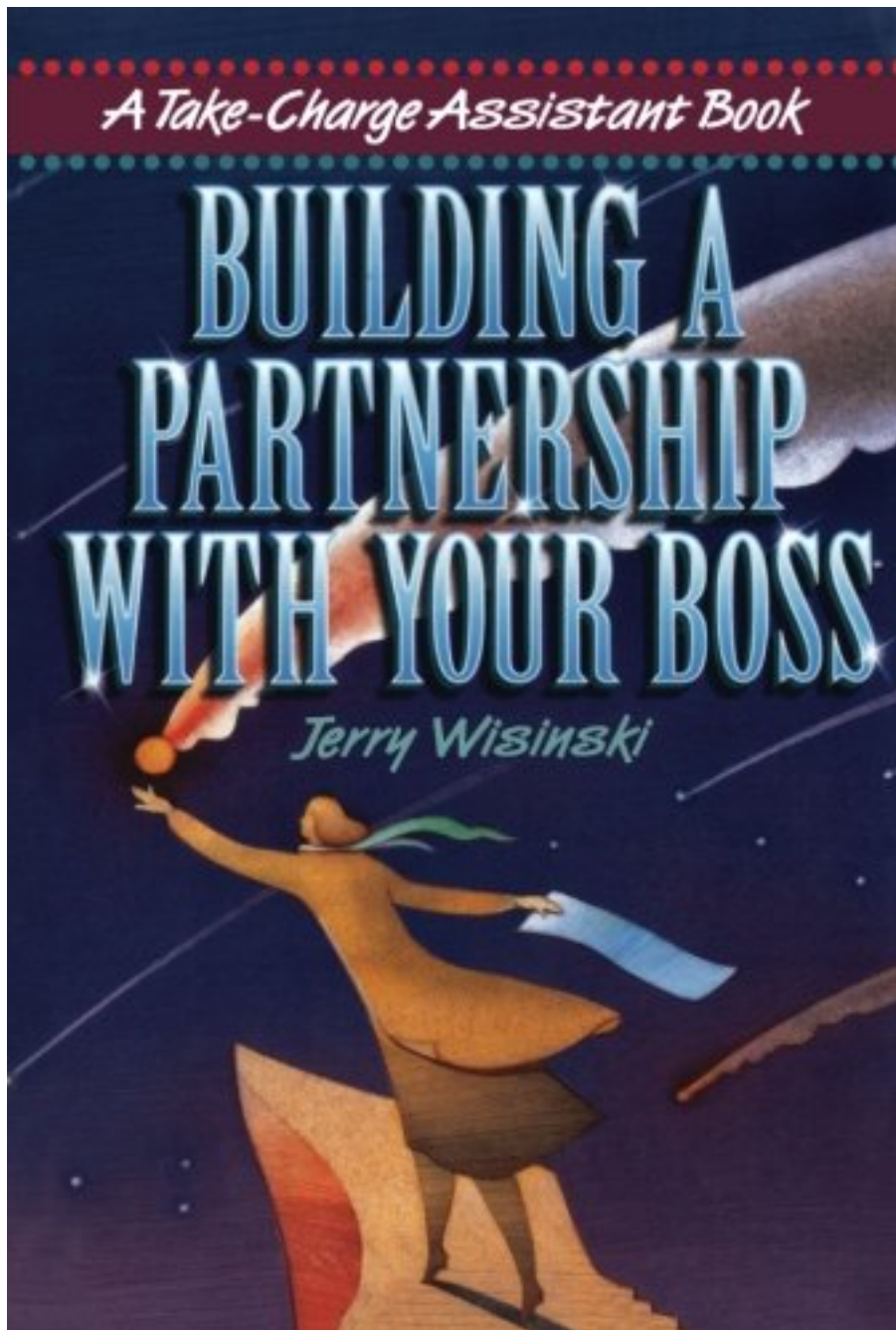


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About the Author

JERRY WISINSKI (San Antonio,TX) is a consultant with expertise in interpersonal skills, assertiveness training, and team building. He served as Executive Director of International Trainers, Educators, and Consultants at Trinity University, and is the author of Resolving Conflicts on the Job (AMACOM).

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The Boss and The Assistant. It's a basic business relationship, and the structure is easy: The Boss gives orders, and The Assistant obeys. But there's an alternative that's better for both assistant and boss, and it's called ""partnership."" In this eye-opening book, assistants learn how they can break out of old, narrow roles and enjoy working with a boss instead of for a boss. This change liberates creativity and self-confidence, and reveals hidden skills and interests. It also makes an assistant more valuable (and promotable) to the boss and the company. Readers learn specific techniques for how to: * initiate the transition to a partnering relationship * understand their boss's work style and adapt to it -- without losing their sense of self * become a proactive worker who takes responsibility for mistakes and credit for successes

- Sales Rank: #447969 in Books
- Brand: AMACOM
- Published on: 1999-03-17
- Released on: 1999-03-17
- Original language: English
- Number of items: 1
- Dimensions: 8.90" h x .29" w x 6.00" l, .40 pounds
- Binding: Paperback
- 120 pages

Features

- Great product!

About the Author

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Best Pick For National Secretary Week - Or Any Week

By MikeBayer@Csi.com

This book is unique in that it is a step-by-step guide for a secretary to initiate and implement a business partnership model with his or her boss. The four stages of the partnership model are, tell, explain, consult, and empower. Wisinski explains each stage in detail including when the partnership model needs to be set aside for a particular project or task.

The book is full of helpful questionnaires that guide you through analyzing your boss, your work place culture and your own strengths. Wisinski says, "Work values carry with them unstated expectations of

others; that is, unconsciously, we expect others to see things the way we see them. More specifically, your boss probably expects you to understand and act in accordance with his or her values."

However, knowing your bosses work style may not be that easy to figure out. Wisinski provides six questions that help isolate your bosses 'unstated expectations.' So what do you do with the results? "Ask yourself the critical question: Where are you willing to adapt your work values to fit the values your boss has without losing your individual sense of self?"

"Persuading and Influencing Your Boss" is one of the best chapters in the book. Wisinski says, "Think of persuading and influencing as a negotiation process." The chapter explains how to prepare for the discussion, present your idea, ask for a reaction, ask questions, identify areas of common agreement, develop alternatives and determine an action plan.

The last chapter may be worth the price of the book, "Managing Conflict With Your Boss (and Others). Wisinski identifies five methods of managing conflict and then explains which one to use depending on the conflict and the personalities involved.

"Building a Partnership With Your Boss" is an easy read, but don't hurry through it. If you take the time to fill out the questionnaires and do the exercises you may find that you'll become a more effective and valuable employee - and enjoy your work more than you ever thought possible.

9 of 10 people found the following review helpful.

Good for Beginners

By A Customer

This book is helpful for people new to their jobs. If you don't have anyone who can give you good advice, try this book and you will gain understanding and wisdom about how you should act in your workfield.

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Essential to Partnering with Your Manager

By A Customer

This book is outstanding. I highly recommend it if you want to take your working relationship with your manager up to the next level. If you think your working relationship is great now, this book can make it even better. I liked the way the author lists the steps in preparing this concept to your manager. It was easy to follow and really makes you put a good deal of careful thought in the preparation process. I also liked the idea of action items not just for the assistant, but for the manager too. Remember a good working relationship involves both assistants and managers. Just working through this process together improves the relationship. Luckily, my boss endorsed it!

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