



Praxishandbuch Chefentlastung, Bd. 2: Der Leitfaden für erfolgreiche Kommunikation, emotionale Intelligenz und Motivation im Office (German Edition)

Sibylle May, Jennifer Kullmann

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Die vielfältigen Aufgaben der Sekretärin/ Assistentin erfordern neben den fachlichen Kenntnissen vor allen Dingen eine gestandene Persönlichkeit. Schwerpunkt dieses Buches ist der Mensch "Sekretärin" mit all ihren Stärken und Schwächen. Die Autorinnen analysieren Persönlichkeitsstrukturen und zeigen Lösungswege auf, wie die eigene Persönlichkeit sowie Motivatoren und Stressoren erkannt und gezielt an ihnen gearbeitet werden kann. Die Darstellung verschiedener psychologische Ansätze hilft, sich und andere besser zu verstehen und im Alltag potenzielle Konflikte leichter zu erkennen und zu lösen.

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