



Die Assistenz im Management: Leitfaden für den professionellen Management Support (German Edition)

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Sie bereiten Entscheidungen vor, sie priorisieren, leiten eigenständig Projekte, sind Informationsschnittstelle im Unternehmen und sind erster Ansprechpartner für Kollegen und Geschäftspartner: Assistenzkräfte sind in den letzten Jahren mehr und mehr zum Berater ihres Vorgesetzten geworden, die ihre Aufgaben auf gleichem Niveau erfüllen wie das Management selbst. Das steigende Leistungsprofil, das die moderne Arbeitswelt von Sekretärinnen und Assistentinnen fordert, bedingt eine kontinuierliche Weiterbildung, vor allem in den Bereichen Betriebswirtschaft, Recht und Führungswissen.

Dieses Kompendium, das nun in der 2. Auflage vorliegt, bietet komprimiertes Expertenwissen aus wichtigen Themenbereichen im Management-Support. Die Autorinnen und Autoren, alles ausgewiesene Spezialisten auf ihrem Gebieten, vermitteln Grundlagenwissen und geben den Lesern umsetzbare Praxistipps für den Office-Alltag mit an die Hand.

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