

The Pa Ea Circus Integrating The Many Parts Of The Personal Istant And Executive Istant

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 "The PA & EA Circus" is my second book for the PA, EA and Admin community - this time, for those working in ANY type of organisation, whether it be private, public, charity, self-employed in your ...

The PA & EA Circus: integrating the many parts of the Assistant **by Angela Garry**
 A great PA / EA is a special breed, made up of a large number of different parts - effectively taking on all of the different roles involved in a circus - which we need to nurture and carefully integrate into a cohesive whole in order to put on the greatest show on earth: supporting our Executives in running the organisation.

The PA & EA Circus: Integrating the many parts of the
 The PA / EA Circus - Page 161 - 25. Aiming for 'well balanced' The Unicyclist: finding that all important "work / life balance" Maintaining a healthy work / life balance is crucial to being a great PA / EA. If you are permanently exhausted, think that you are at the end of your rope.

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THE PA & EA Circus: Integrating the many parts of the Personal and Executive Assistant. A guide to examining, embracing and integrating the many parts, roles, responsibilities and duties of the Personal Assistant, Executive Assistant, Secretary and Administrative Assistant. A great PA / EA is a special breed, made up of a large number of different parts - effectively taking on all of the different roles involved in a circus - which we need to nurture and carefully integrate into a cohesive whole in order to put on the greatest show on earth: supporting our Executives in running the organisation. Angela Garry is a leading Educational Administration trainer and magazine editor / author. She is also the most connected PA & PA Trainer on the planet, and has so far worked with more than 3,000 PAs worldwide. "The PA & EA Circus" gives valuable insights on working in corporate and industry environments, based on Angela's experiences as a Personal Assistant in England and Ireland, together with those of her trainees worldwide. Concentrating on the various 'hats' which PAs and EAs are required to wear in order to succeed in such a challenging environment, this book offers a selection of Angela's tips, hints, anecdotes, time-savings, advice, knowledge and expertise to assist with your Continuing Professional Development so that you can provide the best possible support to your Executive. Channel your inner ring-leader to make your circus exceptional, and write the tickets to your future!

This collection provides evidence-based strategies for conducting effective and ethical education research with individuals and groups who are marginalised from mainstream society. The book explores circus and fairground communities, disabled vocational education students, environmental lobbyists and retired people from across the globe.

This text is an introduction to the future of mass media and mass communications - cross-media communications. Cross-media is explained through the presentation and analysis of contemporary examples and project-based tutorials in cross-media development. The text introduces fundamental terms and concepts, and provides a solid overview of cross-media communications, one that builds from a general introduction to a specific examination of media and genres to a discussion of the concepts involved in designing and developing cross-media communications. There is also an accompanying DVD-ROM full of hands-on exercises that shows how cross-media can be applied. For the DVD-ROM: http://www.lulu.com/content/817927