



Building a Partnership with Your Boss (Take-Charge Assistant S)

By Jerry WISINSKI

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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

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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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