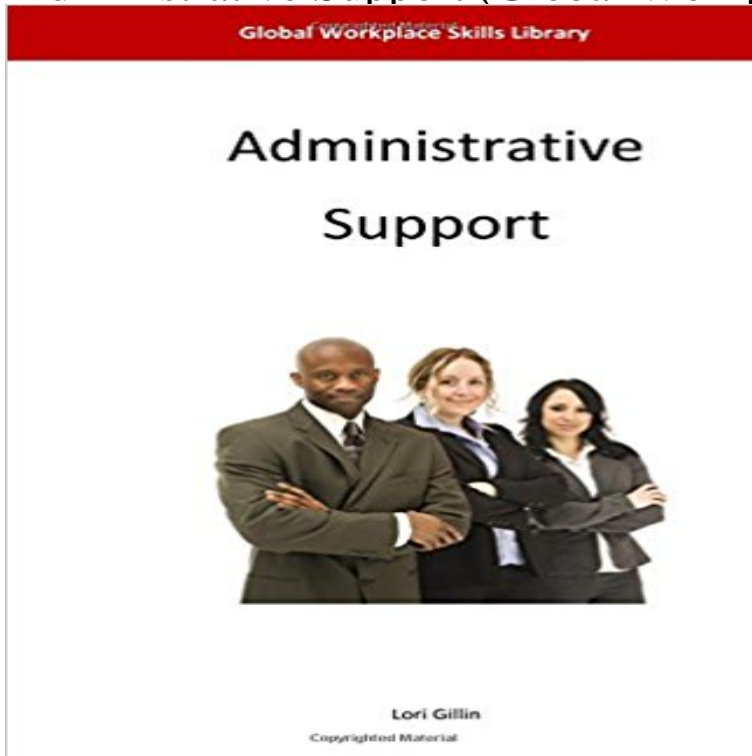


Administrative Support (Global Workplace Skills Library)



In this book, you will learn the core skills that will help you use your resources efficiently, manage your time wisely, communicate effectively, and collaborate with others skillfully. The practices presented in this book will take time to root into your daily work routine. However, making the commitment to consistently apply the concepts every day is the key to changing and adopting new behaviors in a short amount of time.

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