



How to Work With a Secretary: The Boss's Handbook

Teresa Torres

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The book, *How to Work With a Secretary: The Boss's Handbook*, instructs managers and bosses of all kinds, and at all levels, how to work with their secretaries, administrative assistants, and clerical staff. It is an easy-to-read guide that covers every conceivable aspect of the boss-secretary working relationship, setting forth standard, procedures, and protocols. Step-by-step instructions are provided for producing a document, training a new secretary, conducting that all-important one-on-one weekly meeting, and much more. No matter how much experience a boss has in working with a secretary, the boss-secretary team can be improved.

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