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The Definitive Personal Assistant & Secretarial Handbook 3rd Edition published August 2015 synopsis:! "The Definitive Personal Assistant and Secretarial Handbook" is the ultimate guidebook and 'friend' for all assistants, secretaries, professional administrators, business partners and Office Managers

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Profile - Sue France 19072012

Sue France is an internationally renowned motivational speaker, coach and trainer, and the author of the successful best-selling worldwide book, The Definitive Personal Assistant & Secretarial Handbook She is also a certified Neuro Linguistic Programming Practitioner

Presenting - Secretary.it

Presenting: Sue France (FCIPD, INLPTA) Profession: Qualified FCIPD L&D Practitioner, Certified NLP Practitioner, Author of "The Definitive Personal Assistant & Secretarial Handbook" Awarded: The UK Times Crème/DHL PA of the Year 2006 Volunteers in : UK Chairman for EUMA (European networking organisation for Assistants), Editorial board member/author for Executive Secretary magazine

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