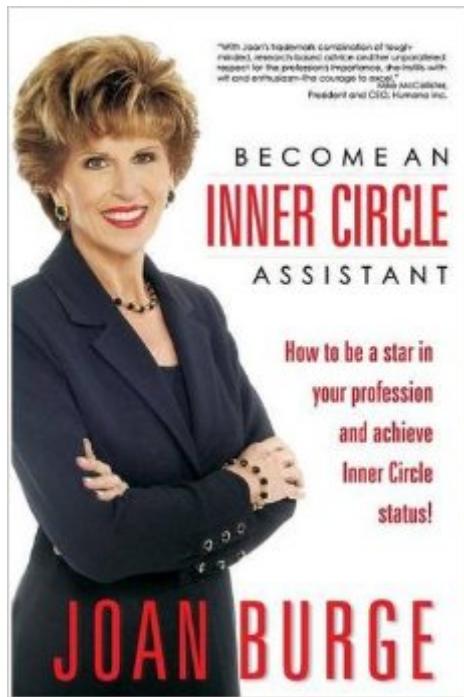


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# Become An Inner Circle Assistant



## **Synopsis**

The words Inner Circle conjure up visions of an exclusive group of people whose achievements are admired and rewarded. The Inner Circle Assistant title doesn't show up on any organizational chart but she's the woman or, the man, who knows how to make things happen and supports the movers and shakers in the organization. *Become An Inner Circle Assistant* outlines the steps to earn the Inner Circle status as well as thrive in the position. It is a book of strategy and workplace philosophy that will help administrative professionals become top performers in work and in their careers. The book presents the competencies that characterize successful office professionals and is based on the author's popular training program, the Star Achievement Series®, which is delivered to thousands of administrative professionals nationwide. Assistants who learn these competencies and incorporate them into their work will be successful. They will increase their impact on the company's results, be visible and recognized as a star performer, prepare for future positions, increase self-esteem and levels of confidence, and ultimately achieve Inner Circle status.

## **Book Information**

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## **Customer Reviews**

Can only reiterate everything good that has been said so far. This is a MUST read. I have over 25 years' experience as an assistant to business owners and executives, yet my copy is dog-eared, highlighted, and just about worn out after one year. Anyone who invests in this book, acts upon what's inside, and tends to their career with diligence, will probably be very grateful to Joan Burge within 1-3 years. Everytime I apply something I've learned in this book, I find that my boss seems to make my life a little easier. It's been a total blessing.

This book is an absolutely valuable and current resource for all administrative professionals. As an administrative professional for over 20 years, I endorse the book's message that our job is critical in the workplace and is worth talking about. It's not another "how to climb the corporate ladder" book--instead, the author puts in writing ways we can use the administrative and people skills we have developed over years of job experiences in our field to help us expand our positions, become partners with our executive, and become a more visible and important player on our company's management team. Ms. Burge provides an in-depth discussion of twelve key competencies and other personal attributes that are important to our success. Even the seasoned professional will gain additional insight and strategies and benefit from the "hands-on" tips, quizzes, and activities in this book. Ms. Burge's confidence in and passion about administrative professionals shines through each page and encourages the reader to be a star and pave their way to Inner Circle status. I earmarked and highlighted concepts and ideas in the book that are meaningful to me and I keep my copy in my top desk drawer for easy reference. I highly recommend this book to career administrative professionals everywhere!

This is the rare book for assistants that doesn't dumb down the role and instead, gives great advice on how to improve your job and look at it from different perspectives and tap into your strengths to everyone's benefit. If you're looking for advice on how to run a software program, this isn't for you but if you want to learn how to really get the most out of the resources you have and make the position one that is invaluable to the team, this is a great book. This book may be more beneficial for someone in a corporate environment at mid to upper level positions rather than a small company.

Although the book covers quite a bit in its 250-some pages, it lacks serious substance. While it motivates those in the administrative field to take charge and harbor an invincible positive attitude, it offers little direction or guidance beyond that. Noted in the Acknowledgements that the book was a 35-year work in progress, it shows. Many sections seem brief or entirely cut off with no direction or conclusion and the book flits through sections with no clear path. There's a lot of build up and no real answers to the questions that plague those in this profession. The entire book left me wanting to know more, but not giving me a whole lot I didn't already know.

I thoroughly enjoyed reading "Become an Inner Circle Assistant" (I have post-it notes on several sections) and feel this is the perfect career and professional development tool for administrative

professionals.

Joan's book is a valuable tool to assist you. It can help you define your strengths and weaknesses, your goals, and help you expand your expertise. Joan has the knowledge, professionalism and background to provide valuable tools and solid ideas that work and will help you to be the best. Her book is easy to read and filled with useful information that can (and should) be used in today's world. Are you ready to begin your journey as an inner circle assistant, Joan can help you get there!

After attending various assistant workshops over the years it's mostly the same 'rah-rah, you can do it' info and encouragement. Depending on your job and the management much of her ideas won't fly. If you work for a BIG corp. much of the hierarchy is established and many practices and policies are in place that you can't change. If you have a boss who is human and not in lock-step with management then maybe you can advance but most companies will still see you only as an assistant. I don't know many assistants who manage some of the projects she mentioned in her book. I think it's the smaller companies that have you trying to find ways to manage a budget, etc. In my company our budgets are set by the finance dept. and we have big contracts in place for things like supplies and travel. I did pick up a few ideas but nothing ground-breaking. I'll try to incorporate them into my daily routine.

BEFORE YOU BUY THIS, please go to her website, officedynamics.com, and watch a couple of her videos. She talks but there's no real information! And she seems to have some kind of idea that the AA or EA can act on behalf of the executive, which I have NOT seen in the 30 years I've worked in offices. She claims to be an "expert" but there's no substance to her videos.

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