

So You Are The Executive Secretary

SeLD 8202 Office and Personnel Management



Objective of Presentation

This presentation focuses on the essential characteristics that secretaries must take on board in order to ensure employees satisfaction and smooth flow of the functions within the office.

The executive secretary is an administrator. He/she shares in the processes and decision making of administration. In many places, the Secretary is in charge of managing the office and all the issues concerning personnel.

Essential
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Know Your Job Description



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Know Your Job Description



Know Job Description



The secretary, associated with the president as an executive officer, shall serve under the direction of the executive committee and shall act as vice-chairperson of the executive committee.



The secretary shall report to the executive committee of the conference after consultation with the president.

*See Model Constitution in IAD Working Policy, Model Local Conference, Article VI – section 1. /model operating policy
(239- 2018/19 English ed.)*

Know Job Description



It shall be the duty of the secretary to keep the minutes of the conference constituency meetings and of the executive committee meetings, to furnish copies of these minutes to all members of the executive committee and to the officers



The secretary shall also be responsible for providing information as may be requested by the president or by the executive committee, *and shall perform such other duties as usually pertain to the office.*

*See Model Constitution in IAD Working Policy, Model Local Conference, Article VI – section 1. /model operating policy
(239- 2018/19 English ed.)*

The image features a white rectangular area on a yellow background. On the left side of the white area, there are two vertical yellow bars of different heights. On the right side, there is a large yellow rectangle. At the bottom, there is a horizontal yellow bar. The text "Know Your Self" is written in a large, black, sans-serif font on the left side of the white area.

Know Your
Self

Know Yourself

“... to thine own
self be true,”

Shakespeare



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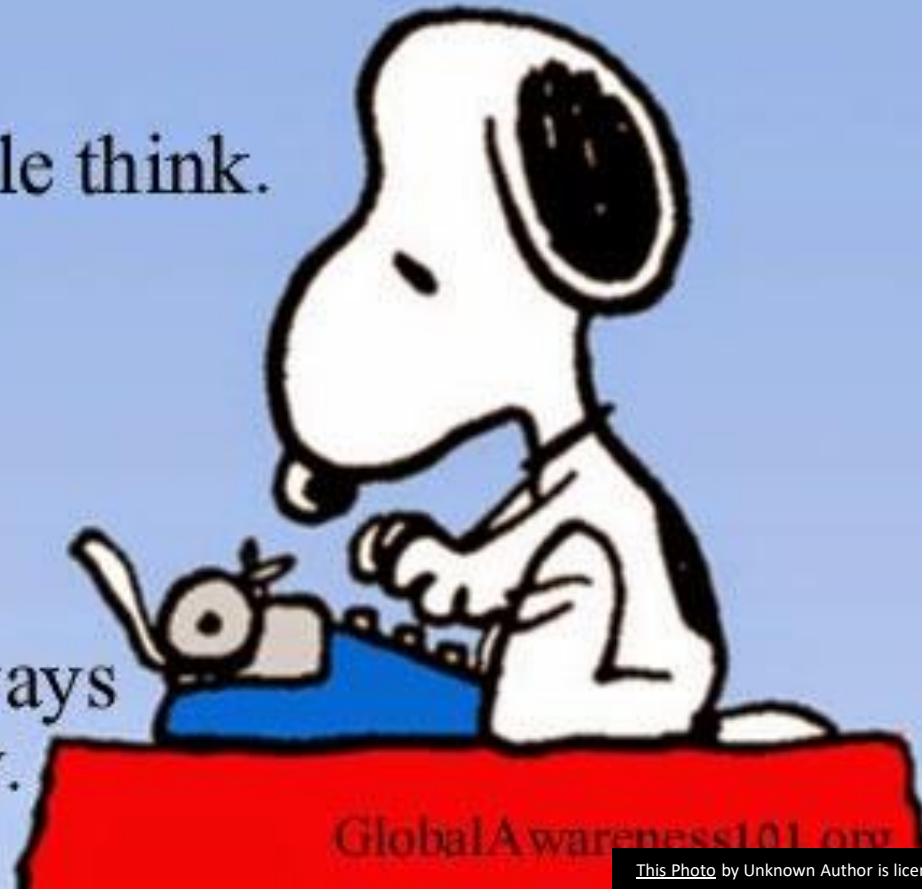
Know Yourself

Be yourself...

no matter what other people think.

God made you
the way you are
for a reason.

Besides, an original is always
worth more than a copy.



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Know Yourself

“3 Jesus, **knowing that the Father had given all things into His hands**, and that He **had come from God** and **was going to God**, 4 rose from supper and laid aside His garments, took a towel and girded Himself. 5 After that, He poured water into a basin and began to wash the disciples’ feet, and to wipe them with the towel with which He was girded.”

John 13:3-5

Know Yourself

“28 You yourselves bear me witness, that I said, ‘**I am not the Christ,**’ but, ‘**I have been sent before Him.**’ 29 He who has the bride is the bridegroom; **but the friend of the bridegroom**, who stands and hears him, rejoices greatly because of the bridegroom’s voice. Therefore this joy of mine is fulfilled. 30 **He must increase, but I must decrease.**” *John 3:28-30*



Know Yourself

“6 There was a man sent from God, whose name was John. 7 This man came for a witness, to bear witness of the Light, that all through him might believe. 8 He was not that Light, but was sent to bear witness of that Light.”

John 1:6-8



Know Yourself

If you compare yourself with others, you may become vain and bitter; for always there will be greater and lesser persons than yourself.

Be yourself. Especially, do not feign affection. Neither be cynical about love; for in the face of all aridity and disenchantment it is as perennial as the grass. *Desiderata*

A stack of four smooth, rounded stones is balanced on a beach. The stones are stacked vertically, with the top stone being the smallest and the bottom one the largest. The background is a soft-focus view of the ocean and a bright, low sun, creating a warm, golden light. The overall mood is peaceful and contemplative.

Know Yourself

“We can never obtain
peace in the outer
world until we make
peace with ourselves”

Dalai Lama XIV



Know Yourself

“Ain't no sense worryin' about the things you got control over, 'cause if you got control over 'em, ain't no sense worryin'. And ain't no sense worryin' about the things you don't got control over, 'cause if you don't got control over 'em, ain't no sense worryin'.” *Mickey Rivers*



© be yourself photography

The image features a white rectangular area in the center, surrounded by yellow bars. On the left, there are two vertical yellow bars of different heights. On the top right, there is a horizontal yellow bar. On the bottom right, there is another horizontal yellow bar. The text "Team Minded" is centered within the white area.

Team Minded



Team Minded



Teams
maximized involvement –
everybody's strengths, skills,
expertise while distributing
work loads and responsibility
to all.



Team
maximized levels of
knowledge and learning for
the whole organization by
sharing information.

Teams provide a wider
range of solutions to a
given problem providing
greatest choices for the
best solution.



Team Minded
—part of an
administration

“The secretary, **associated with the president as an executive officer**, shall serve under the direction of the executive committee and shall act as vice-chairperson of the executive committee.”

Team Minded –
considers team gain
over self gain

“Good team players **don't keep important information to themselves** just so they can individually progress. **They don't consider information as power** and therefore keep it to them.”

BOS Staffing -What Does Team Player Really Mean? posted March 1, 2017



Team Minded – active team member

“Great team players **make sure they are prepared for meetings** and are fully engaged in the team’s work. They **don’t piggyback off the work of other team members** and **actively make their contribution.**”

BOS Staffing -What Does Team Player Really Mean?

posted March 1, 2017



Team Minded – no secret agenda

“A strong team player works for a common agenda and does not have an individual, hidden agenda. They work for the common goal and are not led by personal interests.”

BOS Staffing -What Does Team Player Really Mean? posted March 1, 2017



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A Planner



A Planner

A Planner

Your role is pivotal. Planners have dealings with all kinds of people within an organisation for the execution of a variety of processes. These contacts largely determine the planner's role in the entire process. It is important for a planner to be able to switch tasks, weigh up the interests of different parties, involve the departments in the planning process and help them to take the right decisions. *Seven qualities of a good planner*



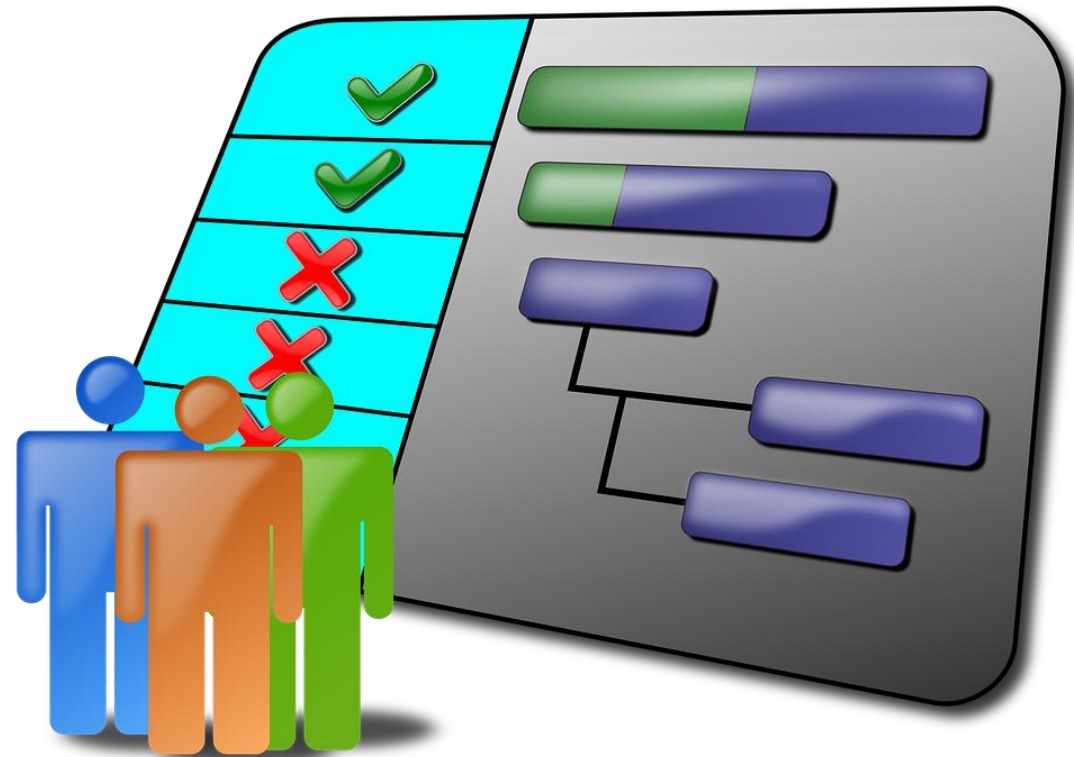
A Planner

As a planner, it is essential that you are **able to plan and organise your own work effectively**. In a dynamic environment where you are dealing with urgent problems or changes, **it is vital not to lose sight of the big picture**. In addition, it is important to be able to prioritise on a continual basis. *Seven qualities of a good planner*



A Planner

As a planner, you enjoy **spotting opportunities** and **acting on them**. This is **not** just about **extinguishing small fires**; you also contribute to **improving processes in the long term**. *Seven qualities of a good planner*



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Committed to the
Organization



Committed to the Organization

Committed to the Organization

Organizational commitment is defined as a view of **an organization's member's psychology towards his/her attachment to the organization** that he/she is working for. *Adi Bhat*



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Committed to the Organization

If an organizational commitment is determined it helps predict employee satisfaction, employee engagement, distribution of leadership, job performance, job insecurity, and similar such attributes. *Adi Bhat*



A Good Communicator

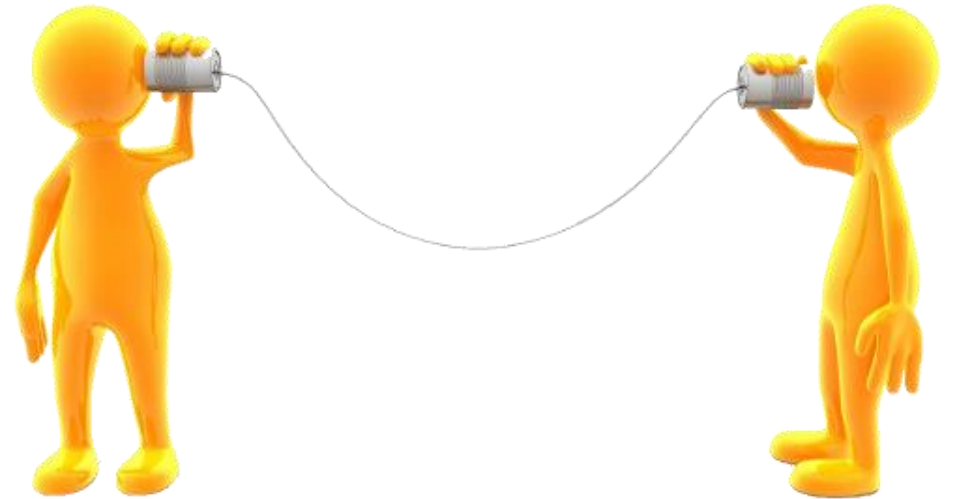
A Good Communicator

If you could choose just one ability to excel at to help you succeed in your career and life, what would that be?

... I might have said leadership, judgment, confidence, or any number of equally credible choices. .

..

But with the benefit of hindsight, I now realize that the capability that makes **the biggest difference to career advancement is this: being a great communicator.** *Adi Bhat*



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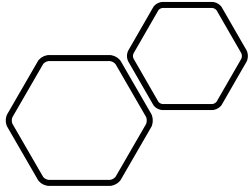
A Good Communicator



Great communicators know that nonverbal communication speaks louder than verbal communication; they listen with their eyes and ears, and pay attention to people's posture, hand movements, and eye contact because these also send very powerful messages.

Peter Economy

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A Good Communicator

- Great communicators frequently ask questions to give people an opportunity to share their knowledge and express their opinions. Great communicators give themselves permission to listen to others; in this way, they understand what people are thinking. They know how to balance speaking and listening effectively. This makes people feel that what they say truly matters.

Peter Economy



Accessible
and Friendly

Accessible and Friendly

- The office manager needs to be accessible both in terms of availability and in terms of having a warm, approachable personality. Employees should feel as though they can always talk to their office manager about requests and questions. *Nicola Malcolm*

Accessible and Friendly

- If employees feel they have a personal and professional relationship with their office manager, they will feel as though they have a voice in the organization and are valued by someone who can affect organizational change.

Nicola Malcolm



Angels only work in a system of order

“If we see no necessity for harmonious action, and see disorderly, undisciplined, and disorganized in our course of action, angels, who are thoroughly organized and move in perfect order, cannot work for us successfully. They turn away in grief, for they are not authorized to bless confusion, distraction, and disorganization” *(1 T 649)*

The End