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Rumsfeld is the only person to serve twice as Pentagon chief. The first time, in 1975-77, he was the youngest ever. The next time, in 2001-06, he was the oldest.

~~Former Defense Secretary Donald Rumsfeld dies at 88~~

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The two-time defense secretary and one-time presidential candidate died Tuesday. He was 88. " Rummy, " as he was often called, was ambitious, witty, engaging and capable of great personal warmth.

~~Donald Rumsfeld, a cunning leader undermined by Iraq war, dies at 88~~

Rumsfeld is the only person to serve twice as Pentagon chief. The first time, in 1975-77, he was the youngest ever. The next time, in 2001-06, he was the oldest.

~~Donald Rumsfeld, 2-time U.S. Secretary of Defense, dies at 88~~

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The two-time defense secretary and one-time presidential candidate died Tuesday. He was 88. " Rummy, " as he was often called, was ambitious, witty, engaging and capable of great personal warmth.

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~~The Brexit mask divide: Leave voters more likely to ditch face coverings when laws are axed~~

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Calling Donald H. Rumsfeld energetic was like calling the Pacific wide. When others would rest, he would run. While others sat, he stood. But try as he might, ...

~~Former Defense Secretary Rumsfeld dies~~

Inside The President's War Room, for the BBC and Apple TV+ with exclusive interviews and never-before heard testimony ...

~~Major new documentary 9/11: Inside The President' s War Room~~

The two-time defense secretary and one-time presidential candidate died Tuesday. He was 88. “ Rummy, ” as he was often called, was ambitious, witty, engaging and capable of great personal warmth.

~~Family: Former Defense Secretary Donald Rumsfeld dies at 88~~

Rumsfeld, the former Defense secretary whose reputation unraveled during the long and costly Iraq war, has died.

This new edition of The Definitive Personal Assistant and Secretarial Handbook is the ultimate guide for all management assistants, PAs, secretaries and executive assistants. Placing special emphasis on career development, it provides help and advice on the skills necessary to progress in your career. Along with a chapter to share with your boss for a more fruitful working relationship, it includes help with time management, networking, relationship management, communication and confidence. Now with a new chapter which provides important advice on social networking as an alternative communication tool, it also contains even more practical help with minute taking. With free downloadable online resources to aid the day-to-day running of your office, this comprehensive and accessible guide will help you keep your finger on the pulse and maintain your professional image.

The Definitive Personal Assistant and Secretarial Handbook is the ultimate guide for all management assistants, PAs, secretaries and executive assistants. Written by a former Times Crème PA of the Year, it deals with every aspect of these vital administrative roles and the necessary skills, including: relationship management, communication and confidence, the secrets of body language, listening and questioning skills, coping with pressure and stress, dealing with difficult people, time management and personal organization. The Definitive Personal Assistant and Secretarial Handbook is set to become a bible for all assistants world wide. Comprehensive and accessible, it will help you to maintain a professional image and achieve resounding success. To access all additional resources for this book, visit <http://www.koganpage.com/resources/pash>

Written by a former Times Crème PA of the Year, this new edition of The Definitive Personal Assistant and Secretarial Handbook is the ultimate guide for all management assistants, PAs, secretaries and executive assistants. Administrative personnel in today's workplace hold an immense influence, not only on their bosses' performance, but also on the running of the whole organisation. This best-selling book is the only resource needed to excel in one's role as an assistant, outshine bosses' expectations and go up the ladder. Placing special emphasis on career development and learning, it provides help and advice on the skills necessary to progress in your career. Along with a chapter to share with your boss for a more fruitful working relationship, it includes help with time management, networking, relationship management, communication and confidence. Now with a new chapter on how to use neuroscience tools to coach yourself through your weaknesses and primed behavioural traits, it also contains even more practical help with minute taking, telephone and mobile communication etiquette and presentation skills. With free downloadable online resources to aid the day-to-day running of your office, this comprehensive and accessible guide will help you keep your finger on the pulse and maintain your professional image.

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This handbook for administrative assistants and secretaries covers such topics as telephone usage, keeping accurate records, making travel arrangements, e-mail, using the Internet, business documents, and language usage.

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