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Jan Jones is the author of The CEO's Secret Weapon: How Great Leaders and Their Assistants Maximize Productivity and Effectiveness, a book regarded as 'the Bible' for executives and assistants worldwide.

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<https://ift.tt/3lfHkv6> Early in my CEO career, I would have described a great leader as someone with vision [See the full post at: Why Vulnerability Is A CEO's Secret Weapon]

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The CEO's Secret Weapon by Jan Jones (Palgrave Macmillan, £24.99) The CEO's Secret Weapon outlines what an assistant is and how executives can

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maximize their working relationship with them. It features an in-depth analysis of the partnership between boss and PA, as well as tips for assistants to achieve their full potential.

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