

Table of Contents

1. Introduction.....	- i -
2. Background.....	1
3. Audience and Purpose.....	1
4. Teamwork.....	2
5. Role of the Secretary in the Team.....	3
6. Role of the Officer in the Team.....	4
7. How to Develop Effective Working Relationships.....	5
8. Managing the Workload.....	6
9. Time Management.....	9
10. Meetings.....	10
11. Dealing with the Paperwork.....	13
12. Common Concerns and How to Handle Them.....	15
13. Action Sheet.....	Annex 1
14. References.....	Annex 2/3

43.751.735

Dept. of External Affairs
Min. des Affaires extérieures

FEB 28 1980
FEB

RETURN TO DEPARTMENTAL LIBRARY
RETOURNER A LA BIBLIOTHEQUE DU MINISTERE