

Download Digital Business How To Sharpen Your Executive Skills

Every business of any size in any industry needs to pay attention and leverage digital tools, techniques, and best practices. The good news is that regardless of the size and type of business, best practices can be shared and serve as an inspiration and/or benchmark for another. Will Schmidt. Two recent guests, Piper LeJeune, the director of digital strategy and engagement for the Salvation Army Southern Territory, and Jeff Roman, executive director for Convoy of Hope, both offer a wealth of knowledge about how you can foster leadership skills to grow your team and organization. Below, we dig into their expert insights.

Executive Skills: How to Improve Your Ability to Focus ... NFI Research queried business executives and managers to measure the level of focus. ... 8 digital transformation mistakes (and how to ... **The Skill To Sharpen: Leadership.** However, this competency – which they define as “the ability to direct and contribute to initiatives and processes within the organization” – is something most employees and job candidates lack. It’s estimated that 3.6 million baby boomers are going to retire in 2016. Hone your executive assistant skills with these five templates to support your day to day efforts. Read the article to learn how! ... **Top 5 Templates to Sharpen Your Executive Assistant Skills.** Executive Assistant Skills are Beyond Impressive. The executive assistant has a lot to contend with. They are an extension of the executive they support.

Digital Citizenship: Students should have skills to help them navigate the critical (yet tangled) intersection of technology, culture, society, law, and ethics. These particular digital skills are about cultivating a safe, responsible, civic-minded use of technology in which the student, not the tools, takes responsibility.

About the Author. For over 100 years, Columbia Business School has been perfecting the art of blending scholarly research and practical approaches, solidifying its place at the forefront of innovation. Subscribe to Columbia Business School’s Executive thought leadership or explore the School’s business school offerings. Finally, you can practice your business language skills by writing business letters and memos. An individual working in an organization is likely to need to communicate with stakeholders and peers through the medium of memos and letters. However, it must be remembered that letters and memos need to be to the point and precise. Externally, the same applies. In a single day you might deal with executives at other companies, investors and board members, vendors fighting for your company’s business, or journalists trying to get your boss to say something on the record. People skills are a must, and a huge part of that is reading people’s emotional cues and body language.

Take a time management course. Ask your company to pay for training if managing your day is the biggest impediment to sales. Most proficiency experts agree that you should do your most important tasks in the morning, to improve the success of your day. Do interval calling.