

MAKING YOUR SECRETARY EFFECTIVE

Small Group Discussion Questions

1. Why is a secretary such an important person?
2. Apart from how it was applied in the lecture, how would you apply Proverbs 31 to a secretary?
3. How is the secretary the ambassador for the CBLT Center?
4. Why is it important to know if your secretary is under proper authority?
5. If the secretary is a woman why should she be interviewed by the boss' wife?
6. Do you believe that the secretary is an important part of the ministry? How can you communicate this to your secretary?
7. What kind of Christian characteristics would you look for in a secretary?
8. What kind of equipment will your secretary need?
9. What would you consider the ideal office set up?
10. Why is it important for your secretary to have the freedom to say, "No" to a person or to say, "I need to ask the boss"?
11. How can you create that freedom for your secretary?
12. When you have a new secretary how much time do you feel should be allowed for training? Is this realistic?
13. What are some philosophies that you should share with your secretary?
14. What kind of authority should your secretary have? And how much?
15. How will keeping your secretary informed make him/her more successful?
16. What kind of things should you keep her informed about?
17. How do you plan to respond when your secretary comes to you with a need either for something in the office or for something personal?
18. What kind of boundaries should you have if your secretary is a woman?
19. What do you need to do to protect both of your reputations?
20. Why is it important for your wife to always have direct access to you?
21. How can you make your secretary successful?
22. Who is responsible for the quality of the secretary's work?
23. If there are still issues you have questions about, please raise them now.