



THE DREAMER & THE DOER

CREATING POWERFUL PARTNERSHIPS BETWEEN EXECUTIVES AND ASSISTANTS

Perfect for: Administrative Professionals TOGETHER their
Executives

In the business world, robust training programs on how to lead *actual human beings* are rare and inadequate. So, it's no surprise that this unique and extremely human relationship, that of an Executive and an Assistant, is largely ignored. There are no courses on "*how to successfully operate in this anomalous, and often misunderstood, partnership.*" There are no 1-day training programs on "*How to DO this DUO.*" No one teaches us how understand our own unique strengths, values, and personality, so how are we supposed to identify that in others as well? No one, that is, until now.

Let's unlock the pandora's box of what a successful Exec/Admin partnership is. Knowing what this *could be* might just change the way things *are* now.

About Monique

Monique will help your audience understand and utilize their innate talents, master their communication, conquer their organizational roadblocks, and build powerful relationships that will actually progress their career. Her experience as the Executive Assistant, Producer, and "Chief of Simon Sinek" paved the way for her practical and honest approach to change, teamwork, conflict and communication for Middle Managers, Decision Makers, and Assistants! PLEASE CONTACT MONIQUE@MONIQUEHELSTROM.COM FOR PRICING & AVAILABILITY.

KEY SESSION LEARNINGS

- *What the individual & collective job functions actually are;*
- *The most important communication and conflict skills no one ever taught you;*
- *Actionable steps to delegate, anticipate, and collaborate;*
- *Prioritization, goal setting, and innovate from the top down;*
- *The questions you need to be asking each other NOW.*

KEYNOTE: 60-, OR 90-MINUTES; \$3,500-\$6,500

WORKSHOP: 90-MINUTES to 3 HOURS; \$6,500-\$10,000

PRIVATE COACHING AVAILABLE