



## LEARN THE MOST IMPORTANT SKILL THAT NO ONE EVER TAUGHT YOU

Perfect for: Individuals and Teams, Administrative Professionals,  
Budding Leaders, Middle Managers, Operations

Communication with a shared language is what binds us as a society, builds trust within our organizations, and promotes teamwork and collaboration. It is the key to unlocking the secrets of career advancement, retention, loyalty, harmony, and efficiency. The rub is, no one teaches us how to effectively communicate, how to reflectively listen, and how to successfully give and receive feedback. But yet, we use these skills every single day of our lives. And we're expected to use them properly.

Communicating is hard. Having hard conversations feels impossible sometimes. But I believe communication plays a big part in the success or failure of your life. Those that practice, find great success. Those that don't, don't.

### 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](mailto:MONIQUE@MONIQUEHELSTROM.COM) FOR PRICING & AVAILABILITY.

### KEY SESSION LEARNINGS

- *Relatable, tangible, and actionable lessons to improve your communication TODAY.*
- *Learn how to speak (and write) with clarity, consistency and competence.*
- *Executive presence skills.*
- *Key listening skills to help others feel heard.*
- *Know when, where and how to have those difficult, but crucial, conversations.*
- *Giving and receiving positive and negative feedback.*

KEYNOTE: 30-, 60-, OR 90-MINUTE; \$3,500-\$6,500  
WORKSHOP: 3-HOURS to 5-HOURS; \$6,500-\$10,000  
PRIVATE COACHING AVAILABLE



## TURNING A MISUNDERSTOOD PROFESSION INTO A CELEBRATED & POWERFUL CAREER

Perfect for: Administrative Professionals, Project Managers and Operations

While working in an administrative role, your challenges are unique. Your responsibilities are always changing, sometimes fleeting, and you rarely get the recognition you deserve, even though you do it all with poise and passion. We are called the backbone, the heartbeat, the mother, the culture keeper...but we're also seen as "just assistants." So, how do we thrive in an environment where we have little control of our daily activities? How do we sustain the power to support our Executives, while still manifesting the best version of ourselves?

By offering perspectives, functional techniques, and radical solutions to the common issues that plague assistants around the globe, Monique will show you how to go from a "human doing" to a "human being."

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### KEY SESSION LEARNINGS

- Actionable steps to cultivating a dream-team partnership with your Executive(s).
- How to identify, accept & use your strengths & innate abilities to accomplish anything.
- Finding appreciation, validation, and recognition.
- How to become the leader you always wish you had.
- The most important communication and conflict management skills no one ever taught you.

KEYNOTE: 45-, 60-, OR 90-MINUTE; \$3,500-\$6,500  
PRIVATE COACHING AVAILABLE

# FINDING YOUR Talent DNA



## LEARNING WHO YOU ARE SO YOU CAN BECOME WHO YOU ARE SUPPOSED TO BE

Perfect for: Individuals and Teams, Administrative Professionals,  
Budding Leaders, Middle Managers, Operations

Are you self-aware? Do you know your own tendencies, habits and innate needs? Do you know the tendencies, habits, and innate needs of those you work with every day? Do you know how to communicate with people who are "not like you?" These are the essential questions we must ask ourselves when we want to relate, collaborate and innovate with individuals or teams within our organizations.

Self-aware people are more successful, more confident, build better relationships, and are more effective leaders. They believe in authenticity and constant growth. Those with awareness of others can catapult their careers to another level with ease and grace. Are you ready to become limitless?

*\*Workshop requires individuals to take the CliftonStrengths Assessment.*

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### KEY SESSION LEARNINGS

- *Identify & accept the natural strengths and innate abilities within yourself so you can amplify and sharpen them.*
- *Identify & accept the natural strengths and innate abilities of your team so you can collaborate with ease and excellence*
- *How to use your collective strengths and weaknesses to build an unstoppable team;*
- *Communicate authentically and effectively using your skills as a baseline for success;*
- *Create new habits that last, and rid your team of those that don't serve you.*

WORKSHOP: 2-HOUR AND 3-HOUR  
Participant # dictates length & price  
PRIVATE COACHING AVAILABLE



# 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.

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### 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

CONFESSIONS  
OF A  
*Recovering*  
WORKAHOLIC



## THE REAL STORY OF WHAT HAPPENS WHEN WE PRETEND NOTHING IS WRONG

Perfect for: Individuals and Teams, Administrative Professionals,  
Budding Leaders, Middle Managers, Operations,

We have all heard 100 stories of burnout before; what *caused* it, what happened to their health, their job, and their relationships during the burnout, and how difficult their aftermath was. Yet still, we never - EVER - think it's going to happen to us. But why? Why don't we pay attention to the warning signs before it's too late? Why do we feel we have to sacrifice ourselves in order to be a good employee, friend, or human?

Because we have control over our mind, we CAN overcome AND still have a productive and successful professional career. I lived this firsthand. Let me help you release the shackles and conquer this habit once and for all.

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### KEY SESSION LEARNINGS

- *10 actionable tips to overcome this affliction to save ourselves and our relationships;*
- *The internal and external reasons why we overwork;*
- *How to recognize (and accept!) this habit within ourselves;*
- *What workaholism IS and what it is NOT;*
- *How to recognize the warning signs, before it's too late.*

KEYNOTE: 30-, 60-, OR 90-MINUTE; \$3,500-\$6,500  
PRIVATE COACHING AVAILABLE