



## 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."

### 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

- 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