



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...and we're supposed to be all of this for people wildly different than us sometimes in completely remote and often unsteady environments. We need answers to questions like: How do we connect and grow relationships with our fellow Admins? How do we communicate with our Executives in a way they can understand? And how do we solidify our value and build our skills so we can advance to the next level?

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@MONIQUEHELMSTROM.COM FOR PRICING & AVAILABILITY.

KEY SESSION LEARNINGS

- Actionable steps (and insider secrets) to cultivating a dream-team partnership with your Executive(s).
- The most important communication & conflict management skills no one ever taught you.
- Tested ways to get to the next evolution in your career.
- Identifying, accepting & using your strengths & innate abilities to accomplish anything.
- Finding appreciation, validation, and recognition.
- How to become the leader you always wish you had.

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