



DEEP DIVE INTO CAREER HAPPINNESS AND DEVELOPMENT

GROUP COACHING FOR EXECUTIVE ASSISTANTS



VIOLETTA KROK

Professional Development Coach + Trainer

VK BUSINESS COMMUNICATION SOLUTIONS

www.violettakrok.com

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You do not have to change careers to find job satisfaction – professional development coaching can help you find the job and career fulfillment you seek.

You've moved up the ranks to become an Executive Assistant and you love what you do. You have probably been, or are currently, called co-pilot, senior assistant, all-round talent, steady right hand, and quite possibly, a jill- or jack-of-all-trades.

Your area of responsibility has steadily grown over the years. You have gained experience, worked for multiple supervisors, and still enjoy your role, yet you feel a void – something is missing.



HOW IS THAT POSSIBLE?

Why are you feeling unsatisfied and frustrated? How else can you grow and develop, no matter how long you've been an executive assistant? What else can you possibly do?

When conventional professional development no longer applies to you because you've seen it, heard it, and have mastered all the tangible skills you need, it's time to consider Professional Development Coaching.

It will empower you to discover career fulfillment again.

With Professional Development Coaching, you can uncover traits you never realized you had, stoke your curiosity for more, learn how to continue loving your profession, and better, determine the path that leads you to achieving the career satisfaction you desire.

The time is now, before you are entirely unsatisfied and burnt out, to start coaching. Feel fulfilled and empowered by your job again!

In this six-month program, you will dive deep to explore several themes. You will spend time reflecting and considering everything you currently have, uncover what is lacking, and learn how to find fulfillment and career satisfaction again.

CLARITY

What is your vision? Are you on the right path, or do you need to veer away? Which path do you want to take? What do you want for yourself? All of these questions will be answered. You will discover new areas of development and focus a new positive path.

DREAMS & GOALS

Do you still have dreams and goals? Do your optimal goals match your dreams and your vision? Start searching again – you will analyze your potential to find out!

SOCIAL ENVIRONMENT

Do you get along with the people around you? Let us find out together whether there are aspects of your life you could be optimizing. You will analyze points of friction that might be obstacles to your success. You will identify and define factors of your physical environment and interpersonal relationships that may be holding you back.

STRATEGY

How will you move ahead? The results of the first modules come together – your newfound inspiration and motivation will be put into action. You will develop your appropriate strategic course to career fulfillment through short-term and long-term plans.

INTERNAL
RESISTANCE OR
FEAR

You will learn to eliminate “I can’t” from your vocabulary. You will address the behavioral patterns that are standing in your way and keeping you from being productive and successful.

SERENITY,
GRATEFULNESS,
JOY

Serenity, gratefulness, and joy are not simply modern-day buzzwords. They are concepts you will learn to embrace to gain positive energy and become more resilient.

FINISH LINE

We will round out the program with individual coaching – this is where you and I focus exclusively on you!

Each coaching program is made up of unique individuals. As each organization has its own set of challenges, no two coaching programs are the same. Common organizational challenges that strongly affect executive assistants as well include:

- Coping with the influence of constant change, uncertainty, and disruption
- Dealing with high stress levels and managing overwhelm
- Experience the role of an assistant in a non-hierarchical and psychologically safe space
- Maintain good working relationships while working remotely or hybrid
- Thrive and develop despite all the complexity and challenges
- Stay visible and feel needed in the hybrid world

Methods and tools for the individual modules will be chosen according to the expectations and objectives of the group participants.

- 6-month program with Violetta Krok
- 6 One-Day group sessions (one per month)
- Plus 1 individual session
- Number of participants:: 6-8 coachees



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Looking forward to seeing you in
the program.

Do you have any other questions?

Get in touch!

- Violetta