

Support Your Executive Through the Transformation

Individual Coaching for Your Executive Assistant

Overview:

One-to-One coaching is designed for the **Administrative Assistant** who serves as the primary support person for most teams. Benefiting from the confidential nature of this tailored program, each Administrative Assistant has a program designed just for their needs. Able to fit this professional's ever changing schedule, our coaches utilize multiple phone sessions for deepening the awareness and the competence of this contributor according to her/his goals, building upon the assessment and feedback from a variety of testing instruments.

Format:

The Life Coach works with the participant two hours each week for six months - 6 full days. Utilizing primarily phone and some on-line camera, interactive discussion and reflection, experiential learning sets the stage for behavioral modification and successful goal completion.

Some of the tools used:

- The Myers Briggs Type Indicator
- The Circles of Self-Concept
- The Stress Map
- Stress Management Tools
- The Emotional Intelligence Indicator
- Value Cards
- Work/Life Balance Assessment
- Career planning - Purpose, Mission, Vision

The ROI of this program is inevitable. By investing in any company's most important resource, their people, the payback is increased commitment, higher productivity, more balanced life style and an even more contented support staff person.

The Patnaude Group Inc. is an international training company that helps business professionals of all levels realize their potential while developing strong leadership skills. The executive leadership and management programs created by *The Patnaude Group Inc.* have played a critical role in creating long-lasting relationships with Fortune 500 companies, including Cisco Systems, Hewlett-Packard and Blue Cross Blue Shield. Corporate programs are developed to meet specific company needs and support the overall culture of an organization. Whether an international technology firm or a small, non-profit organization, our training programs are designed to maximize the capabilities of every participant.

Thank you for your interest in our Business Etiquette Seminar. For more information about *The Patnaude Group Inc.*, please call 540.270.6825 or visit www.patnaude.com. We look forward to serving your training needs.