



# 7 STEPS TO A MORE FULFILLING CAREER

Group Coaching for Executive Assistants



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Professional Development Coach + Trainer

VK COACHING

[www.vk-coaching.com](http://www.vk-coaching.com)

# 7 STEPS TO A MORE FULFILLING CAREER

## Group Coaching for Executive Assistants

You do not have to change careers in order to change your life – a different kind of personal and professional development.

You started out as a secretary, now you are an administrative assistant. You have also been called co-pilot, senior assistant, all-round talent and, in a worst-case scenario, jack-of-all-trades.

Your area of responsibility has steadily grown over the years. You have gained experience, worked for multiple supervisors, love your job, but still feel like something may be missing. But what exactly is that?

Conventional professional development no longer appeals to you since you have seen it, heard it, and learned it all before. It is not just about adding more tangible skills.



### So what is missing?

Coaching is a powerful tool to finally help you feel happy, content, and fulfilled again; and coaching is not only available to people in management positions – it is available to you.

Do not wait until you are burnt out and all you want to do is run away and hide. Your family, your company, and your boss need you.

Treat yourself to a coaching program that helps you grow. Discover new traits in yourself that even you did not know about, stoke your curiosity for more, learn how to continue loving your career or how to love it again.

## In a six-month program, you will explore the following themes:

### CLARITY

What is your vision? Which path do you want to take? Is this it already or what do you still want for yourself? None of these questions will remain unanswered. Discover new areas of development and take a new positive path.

### DREAMS & GOALS

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

### STRATEGY

How will you get ahead? Develop the appropriate course of action. The results of the first two modules will now be implemented – inspiration and motivation will be put into action. You will develop a short-term and long-term plan.

### 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 define factors of your physical environment, but also factors of interpersonal relationships, that may be holding you back.

### INTERNAL RESISTENCE OR FEAR

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

### SERENITY, GRATITUDE & JOY

These are not just modern-day buzzwords. In this program you will learn to embrace these concepts, gain positive energy, and become more resilient.

### FINISH LINE

In the 7th and last step, we will round out the program with individual coaching. Now we will focus exclusively on you!

In the coaching process, 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 One-on-One Session
- Number of participants: 6-8 coachees



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## VIOLETTA KROK

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Ready to enroll?

More questions?

Get in touch!

- Violetta