



TEAM UP AND SUCCEED

FROM ONE-(WO)MAN-SHOW TO TEAM POWER

Group Coaching Program for Executive Assistants



VIOLETTA KROK

Professional Development Coach + Trainer

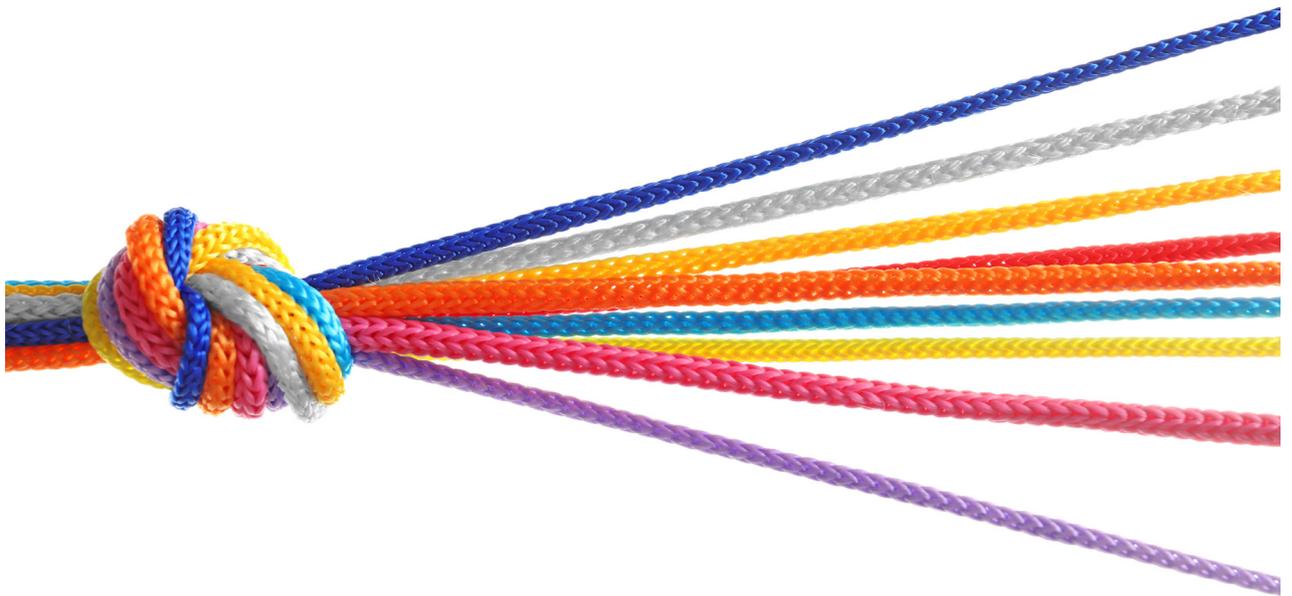
VK COACHING

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When it comes to the occupation of Executive Assistants, constant change is nothing new. Assistants distinguishing themselves through the position of their supervisors are a thing of the past as is silo'd thinking and individual contributions. Today's world of work is all about leveraging the power of teams – a synergistic way of working, where the sum is greater than the individual parts. The professional world of the future needs the resources of assistant teams that adapt dynamically and collaboratively to today's uncertain, unpredictable, and complex work environments.



Team Up and Succeed!

Being part of a team is a journey with new landscapes to discover. Everybody should learn the foundations of teamwork. Too often teams just happen – but they actually need to be built and shaped along the way. What if you have never been part of a team (or part of a high-functioning team) – how do you know what you don't know? This program is more than a one-day quick fix – it's a journey of personal discovery and professional team development.

Module 1 – The starting point

The term team is often used loosely to describe any group of people who work together. But it's more than that. It's that clockwork that you build where each part plays a crucial role and when put together well, magic happens. Start the journey and learn:

- How to find the right people for the right team within the organization.
- What is the role of the team within the bigger system and its stakeholders.
- What is the degree of interdependence the team members have in the tasks they do.
- What is the degree of responsibility each team member takes for the collective endeavor.
- What is the definition of the project or the goal of the ongoing process.

Module 2 – The right mindset of team members

You may believe that teamwork means everybody is doing the same thing, or can do each other's jobs, or that it takes away from your individual performance or achievement. In actuality, the diversity of each team member's personality, experience and skills build the foundation for a team's success. Get on that train and discover:

- How to go from a fixed to a growth mindset.
- How to integrate your talents into the team and profit from the talents of others.
- How to build the psychological safety that is required for each team member.
- How to build the level of networking and mutual support outside of silos and embed team-based thinking.
- What lenses to use in the multi-layered perspective of a team in the context of your organization.
- How to share and transfer valuable knowledge without the idea of personal competition.

Module 3 – The common goals and objectives

You have the right people in place and a project to work on. But it is the team's purpose that shapes the team's accomplishments. Continue your journey and learn:

- How a team finds its purpose and objectives.
- How to ensure that collective purpose and objectives are agreed upon.
- How collective purpose and objectives align with all the stakeholders involved.
- How to create team KPIs.
- How to work on the project while creating a vision for the future.
- How to embrace an Adapting Mode to succeed in a VUCA world.

Module 4 – Troubleshooting

No matter how well prepared you are for your team journey, there is always the chance of conflict. Don't sweep things under the carpet or allow them to escalate. Before the situation derails, learn:

- How to increase the level of trust between team members.
- How to create the sense of accountability and responsibility needed.
- How to avoid ineffective communication among team members.
- How to handle the impact of time pressure and external impact.
- How to integrate new team members and avoid polarization.

Module 5 – Future fit for virtual or hybrid team setups

Virtual or hybrid teams are part of our globalized work reality. Digitalization is giving us the opportunity to become future-fit and vital to the organization's infrastructure. You will find out:

- How virtual teams are different and what their challenges are.
- How to maintain the social aspect of team connection with(in) a remote team.
- How to communicate effectively and delegate productively.
- How to combine opportunities and challenges of remote work ethics, time zones, and cultural differences.
- How to develop a culture of teamwork.

IF YOU ARE READY FOR A TEAM JOURNEY...

This journey into personal and professional team building is one of the most important investments you can make. Learn best practices and become a valuable team member – Team Up and Succeed!

In the coaching process, methods and tools for the individual modules will be chosen according to the expectations and objectives of the group participants.

- **5 Month Program with Violetta Krok**
- **5 One-Day Group Sessions (One per month)**
- **Number of participants: 6-8**



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Ready to enroll?

More questions?

Get in touch!

- Violetta