



## Details

**DATE:**

Thursday, September 14, 2023

**TIME:**

8:00am to 12:30pm MDT

**VENUE:**

Zoom (Link provided by Exceptional Admins)

**FEE:**

\$450 USD (14 seats only)

## Testimonials

"I'm walking away with actionable real steps that I can begin implementing today."

- Debra

*"Learning tips for refining and elevating my role."* - Beth

*"It was great to have a thought partner to allow me to see my strengths from a new lens."*

- Deedee

## Agenda

### ea University Micro-Learning Session

**8:00am** - Log On

**8:05am** - Welcome by Hilani + Intake Review

**8:15am** - **Post-it Note** group exercise - *During this session, attendees will gain a heightened awareness about impact hang-ups and career desires.*

**9:20am** - Break

**9:30am** - **SO of SOARe** - Strengths, Opportunities, Aspirations, Results and energy group session - *During this session, attendees will expand their impact perspective while gaining trusted tips that help with time and project management, executive communication, workflow tips, and so much more.*

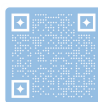
**10:30am** - Break

**10:35am** - **ARe of SOARe**

**11:35am** - Break

**11:45am** - Launch Pad + Q&A

**12:30pm** - Conclude



Learn More





# Curriculum

**Why Attend:** Backed by over 4000+ touch points with admins living the profession each day, 300-hours of research on productivity and the future of work, plus real-life application library, attendees have access to a wealth of information over a short amount of time. The curated curriculum helps attendees engage with the work of today and prepare for the work of the future.

**What to Expect:** The workshop is highly interactive. The founder, Hilani, your course facilitator engages intimately with each attendee presenting thought-provoking ideas to expand attendees thinking. Each session builds upon the prior. The day ends with a Launch Pad session to support what to do next with the wealth of knowledge gained.

**The Post-It Note Session:** In this session, attendees will face personal hang-ups that are holding them back while putting a spotlight on their desires.

**The SOARe Session:** An alternative to SWOT, attendees progress through a 5-part module, Strengths, Opportunities, Aspirations, Results, and Energy, to uncover untapped talents and how they apply to making a bigger impact with busy executives and scaling organizations. Each module offers real-life application tips on how to create more leverage for their executive and team, use the ABC email method, the 60-second advantage, priority tactics, building executive composure to persuade, and so much more.