



## Details

**DATE:**

Thursday, October 5, 2023

**TIME:**

8:00am to 5:00pm MDT

**VENUE:**

The Clayton Hotel

**FEE:**

\$950 USD (19 seats only)

## Testimonials

*"Hilani is one of the best public speakers I've had the pleasure of receiving knowledge from. Her advice will be invaluable in my current and future career." - Dylan*

*"Thank you for showing me the importance of my job." - Susan*

*"Thank you both so much for putting so much energy into this day! Love all the resources, the motivation, and new tips & tricks to implement." - Erikah*

## Agenda

**7:45am** – Valet + Breakfast

**8:15am** – Welcome by Hilani Ellis + Intake Review

**8:30am** – Case study session #1: Post-it Note Individual Reflection + Group Discussion

**9:30am** – Break

**9:40am** – Speaker: Hilani Ellis [part 1]  
SO of SOARe Analysis

**11:45am** – Lunch

**12:45pm** – Speaker: Hilani Ellis [part 2]  
ARe of SOARe Analysis + ChatGPT

**2:00pm** – Case Study Session #2: Partnership Scenarios - Group Exercise

**3:00pm** – Break

**3:10pm** – Case Study Session #3: Decipher the Mission - Group Exercise lead by Summer Valdez

**4:00pm** – Launch Pad + Q & A

**4:20pm** – Networking + Happy Hour

**5:00pm** – 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. We will also spend a small amount of time on ChatGPT, an ai tool admins should know about.

**The Decipher the Mission Session:** In this session, attendees will break into groups and problem solve relatable challenges that build up their anticipatory skills.

**Case Study Session:** In this session, attendees will break into groups and problem solve common hurdles encountered with busy executives.