




TY HOWARD'S

List of Skill Development Programs

FOR
EXECUTIVE ASSISTANTS,
ADMINISTRATIVE ASSISTANTS AND SUPPORT STAFF

 (443) 982-7582

 www.tyhoward.com



Ty Howard presents his authentic, engaging, insightful, and empowering skill development programs in a keynote, plenary, training, workshop, or breakout session format (**in-person or virtual**). Each session can go from 35 minutes up to 2 hours long, Half-Day (up to 3 hours), Full-Day (4 to 6 hours), and Multiple Days (from 2 to 5 days). See Ty's substantive programs listed under the 'Skill Tracks' below.

1 Appreciation and Celebration

- YOU Make THE Difference
- You're the HEART of Our Organization
- Shining Stars Are Who YOU Are
- We Appreciate and Value Your Core Purpose
- Celebrating YOU: The Meaning Behind Your 'Why?'

3 Technical and Career Skills

- Evolving as a Strategic Business Partner
- Taking Control of Your Career and Personal Brand
- Better Navigating the Remote & Hybrid Workday
- Career Mapping: From Assisting to Leading
- Unleashing and Valuing Your Creative Genius
- From Accountability to Ownership
- The Revolutionary Assistant

5 Communication and Collaboration

- Improving Effective Communication & Relationships
- Building Bridges, Not Walls: Meaningful Collaboration
- The POWER of High Social-Emotional Intelligence
- Untie the Knots®: A Prescription for CHANGE
- Turning Conflict into Collaboration
- Ethical Empathy: How We Treat People
- Leading and Communicating with Confidence & Clarity

7 Well-Being & Self-Care

- Achieving Balance & Harmony at Work & in Life
- Stress Management: Elevating Your Well-being
- RESILIENCE in the Face of Change
- Tying Into A Better YOU
- Loving, Prioritizing, and Caring for YOU

2 Inspiration and Empowerment

- Re-Igniting and Re-Capturing Your PASSION
- The 4 R's: Refreshing, Reclaiming, Recharging, Renewing
- Excelling in Excellence
- The POWER of Attitude
- Untie the Knots® of Time Management Woes

4 Leadership and Management

- Self-Leadership: Playing to Your Strengths
- Management Skills for Admin Professionals
- Equity, Inclusion, and Belonging
- Acceptance, Kindness, and Respect at Work
- Leading with Mindfulness: Maximizing Your Potential
- Poised Leadership Through Uncertain Change

Teamwork, Conflict Resolution,

6 Working with Difficult People

- Teamwork Makes the Dream Work
- TOGETHER 'We' Achieve More
- Mindful Ways to Cope with Difficult People at Work
- Emotional Intelligence: Navigating Complex Relationships
- Managing Conflict, Stress, and Negative Emotions
- Navigating Conflict with Grace and Ease
- The POWER of CONNECTION: Strength in UNITY!

About Ty Howard

For over 25 years, Ty Howard, founding principal and chief strategist of InspiraGen Institute in Baltimore County, Maryland, has provided - nationwide and globally - keynote presentations and training services to help transform executive assistants, administrative assistants, and support staff into maximized career professionals. For more information, visit tyhoward.com.

