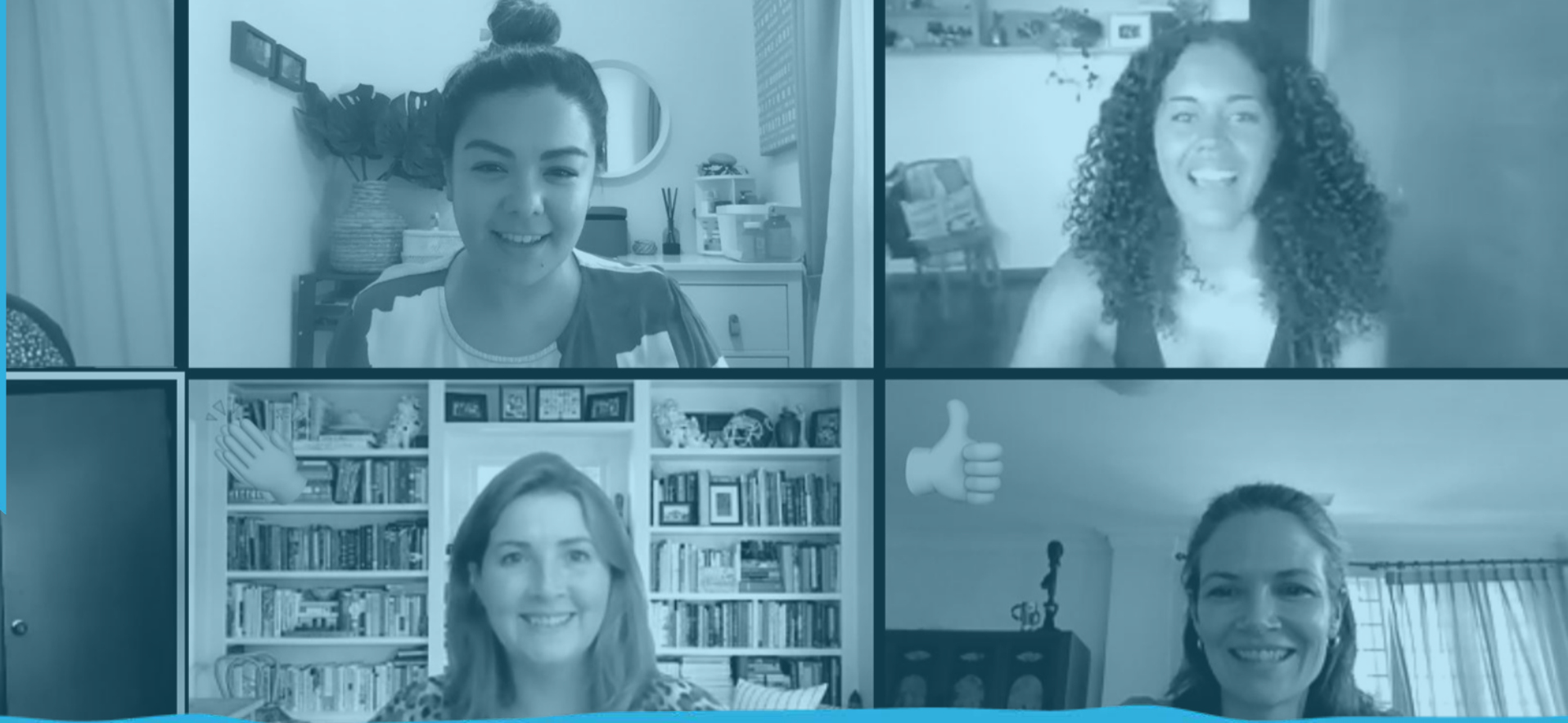


33
TALENT



EMPOWERED TO THRIVE

TRAINING AND DEVELOPMENT OPPORTUNITIES FOR YOUR TEAMS
2021

WE ARE YOUR INTEGRATED HR PARTNER



HIRE
Recruitment
Services



ENGAGE
HR Consultancy



UNLEASH
Coaching

OUR TRAINING MODULES AT A GLANCE

LEADERSHIP & MANAGER EXCELLENCE

Taking leaders to the next level



CONFIDENCE, OWNERSHIP & EMPOWERMENT

From juniors and up, create confident and goal-orientated employees

TEAM PERFORMANCE

Enhance collaboration, energy or productivity of your team



PRODUCTIVITY & WELLBEING

Managing energy and focus to remain effective



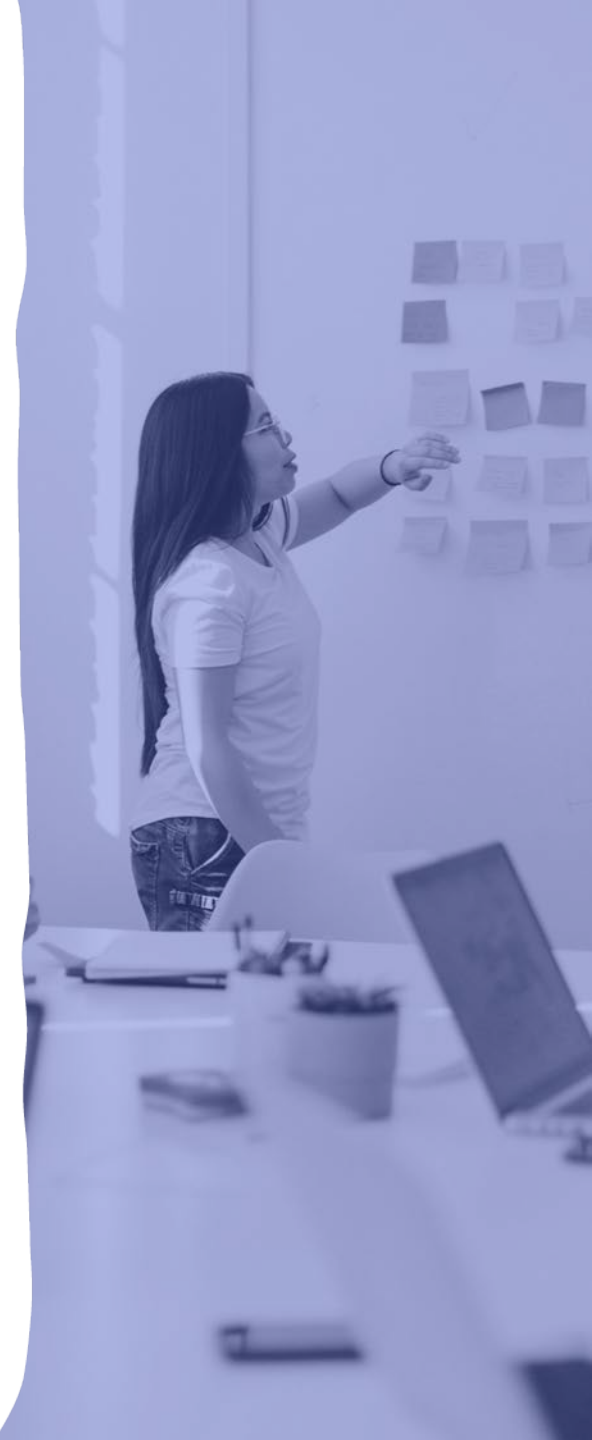
THRIVING PEOPLE ARE THE
SECRET TO BUSINESS SUCCESS



LEADERSHIP & MANAGER EXCELLENCE

Our **Manager Excellence Programme** is designed to take leaders to the next level. Whether they are new to the role, or require upskilling to perform at their best, this programme covers the key components of great management.

The programme has been created to be flexible. There are **10 modules** in total which can be bought as an entire programme or clients can select the modules that are most needed and will add the greatest value to your talent development.



LEADERSHIP & MANAGER EXCELLENCE

1

The first block of training modules are designed to develop the awareness, insights and maturity to be an excellent manager or leader. These modules focus on developing 'self' – building the skills and capabilities to better manage yourself so that you can be a better manager to others.

The Leader In You: Laying the foundation for great manager behaviours, abilities and responsibilities – creating your vision

Mastering Your Effectiveness: Developing the skills and insights to perform at your most effective level. Expanding your business acumen

Managing Conflict and Dealing With Challenges: Building the confidence to deal with difficult conversations & workplace situations



LEADERSHIP & MANAGER EXCELLENCE

2

The second series of training modules focus on the building blocks for managing others effectively. From creating an environment of trust to managing the performance and growth of your team, these modules are designed to build your management confidence and skills.

Trust - The Foundation of Successful Management: Fostering trust with your team and co-workers to drive performance

Effective Communication: Developing the critical skills for effective communication

Motivation: For You, For Your Team: Inspiring yourself and others to build a motivated, high performing team



LEADERSHIP & MANAGER EXCELLENCE

3

Performance Management: Building the skills to plan, guide and feedback to others on their performance

Coaching For Performance: Developing the skills to coach your team to perform more effectively and achieve their goals

Delegating For Growth and Development: Understanding delegation, how to do it and how it benefits you and the growth of your team

Conducting Effective Interviews: Building the skills to prepare for and conduct great interviews



“We chose 33 Talent and Cat Muspratt as a coach for a team building session, because we were delighted with the program tailored to us and our needs.”

We were looking for an inspiring trainer to support our team to grow more together and improve our ways of working. We could find all of this in the session with Cat, who engaged us with so much energy and positivity. As a result, we brought our team to the next level of agile working and kicked-off new goals for our business.

33 Talent’s program was not only tailored to our needs but gave us an opportunity to discover ourselves and our peers at a deeper level. The program did not end in the workshop - we were each given reading material specific to our development to discover our strengths even further”

Managing Director, Co-Working Space

TEAM PERFORMANCE

If you're looking to enhance the collaboration, energy or productivity of your team we offer a series of individual training sessions and workshops.

Cohesive and Powerful Teams: Learn how to create and perform as a more cohesive team for greater effectiveness. This is a hands on workshop where we explore the team's mission, values, agreed behaviours and create a set of team goals.

Managing Positively: For managers who are struggling to manage their newly remote teams, what behaviours, techniques and processes can they implement to keep the team connected, inspired and efficient?

Active Listening: For anyone who is now conducting most of their conversations and meetings remotely, how can you fine-tune your listening so that you really hear what your team members or clients need?

Powerful Questioning: For managers who want to ensure their teams continue to grow, feel inspired and overcome any challenges, this session is designed to arm you with great questions to support and help them better.

CONFIDENCE, OWNERSHIP AND EMPOWERMENT

Designed with team performance in mind, the following training sessions were developed to create more confident, empowered team members (from juniors and up).

Goal Setting: For managers and teams who need to revisit or redefine their goals, this session takes you through a structured process of identifying your priorities, defining your goal, managing obstacles and develop actions to get you to where you want to be.

Own Your Career: How to take ownership of your career by defining your professional self, mapping out your big goals and developing a growth mindset to create opportunities for your development and success.

Finding Your Voice: If you need your team members to step up, speak up and take charge in meetings with clients and in presentations, this session addresses these needs. It focuses on elevating the confidence of team members, empowering them to take ownership and to drive client relationships. It also includes a practical where new skills can be put to the test.

Presenting With Confidence: Similar to our Finding Your Voice training but with a greater focus on presenting, this session builds the skills for creating presentations, including the story, the structure, the importance of addressing the clients needs as well as practice in presenting in front of a group.

PRODUCTIVITY & WELLBEING




Finding Focus: Learn how to create and maintain focus when you're surrounded by less structure and new (home) distractions. This session covers techniques and tips to become laser focused and more productive.

Mental Wellness: With more people working from home and juggling work and home life, teams are have become more stressed and anxious. In this session we show you how to take back some control, how to take care of yourself and how to re-energise yourself to prevent burnout.

Peak State: How to manage your energy when you're working from home so that you remain productive and effective.

Self-Management: How to create and maintain focus when you're surrounded by less structure and new (home) distractions.



“The virtual training session that the 33 Talent team facilitated for us was just as powerful and helpful as the face-to-face version. I was dubious about the power of technology to deliver the same results we saw in our team after the first session but I shouldn’t have worried.”

Managing Director, Public Relations Agency

KATHRYN WOOF

MD, 33 TALENT: ACC CERTIFIED

A BIT ABOUT ME

I moved to Singapore in 2009, specialising in Talent in the Communications, Digital and Data sectors. I've witnessed huge changes sweeping across these industries and this is what initially fueled my interest in coaching – how do people cope with change?

I trained as a coach in 2018 and loved it from the get-go. I enjoy taking people on a journey which ends with clarity, options and self-belief. When those three elements are aligned, it's inspiring to see what people can achieve.

I gain immense satisfaction knowing that positive gains from a coaching journey ripple out into all areas of a person's life and work, benefitting others along the way.



SPECIALTIES

- Starting a business
- Strategic career planning
- Women in leadership
- Rediscovering your mojo

PROFESSIONAL EXPERIENCE

I have always worked in the Talent industry and in 2012 founded my own business in this space, 33 Talent. During my 20-year career I've learnt the importance of having an engaged and motivated team, and that every leader can only be as successful as the team they have empowered.

As a business owner my workday includes sales, business development, marketing, operations, strategy, innovation, HR and recruitment – the life of an MD!

Let the positive effects ripple out.

CAT MUSPRATT

HEAD OF COACHING, 33 TALENT: ACC CERTIFIED

A BIT ABOUT ME

British by nationality, international by experience, I was born in Hong Kong and have worked in London, Sydney and Singapore. My passion to work with people and to help them succeed was established when I studied Psychology (BSc) at university.

As a coach my mission is simple, to inspire people to see what's possible. I believe that people who feel inspired feel energized and ready to take on the demands and challenges that they may face in their career and in life.

Through deep coaching I work to bring people closer to the future they want, whether this is to become more confident as a manager, more powerful as a leader or to become more effective in the work that they do.



SPECIALTIES

- Leadership development
- Role/Career transition & first 90 days
- Focus & productivity
- Confidence & empowerment

PROFESSIONAL EXPERIENCE

I have over 20 years' experience in the communications world (media, PR, insight and research) having built and led revenue generating teams and divisions across multiple agencies. My most recent role was as Head of Asia Pacific for Edelman Intelligence.

I understand the challenges and rewards of being a leader and have the skills and experience to assist other leaders in creating a vision, establishing values, building thriving cultures and driving productive, collaborative teams.

Everything Is Possible.

OUR CLIENT PARTNERSHIPS & AWARDS

Google

 **BOSCH**

f **ruder·finn** ASIA
CREATIVE EDGE

SPURWING
COMMUNICATIONS


MULLENLOWE
KATZ

 **theTradeDesk**

AsiaPRWerkz

 **WEBER
SHANDWICK**
WE SOLVE

Kadence
International

QUILT.AI

 **WACHSMAN**

thunes
Smart. Transfer. Solutions.

 **Edelman**

 **NETWORKS**

mutant
COMMUNICATIONS

 **INTERFOOD**
Dairy, the source of life.





Cat Muspratt-Williams
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