



Trainer VA Trainer Program

- Will guide you in setting up your business
- Get you started on your own website
- Guide you in setting rates that are right for you
- Teach you how to deal with clients, what questions to ask and how to quote
- Will help you learn to network and market your business
- During the program you will be given access to materials that consist of books, software programs, hardware items and other things essential in assisting with the operation of your VA business.

This is a 10-week program designed to help those who already have good computer skills to develop or advance their Virtual Assistant business. This program includes:

- Weekly email lessons, with homework to complete (some research will be involved),
- Online sessions via Skype, with Q&A (optional)
- Unlimited email support, if required

What will be covered:

- Weeks 1 & 2 - Setting up your business
- Week 3 - Establishing a virtual presence
- Week 4 - Inside your office
- Week 5 - Working your business
- Week 6 - Planning your day
- Week 7 - Belonging to the VA community
- Week 8 - Engaging help
- Week 9 - Web technology
- Week 10 - Professionalism & Ethics / Where to from here?