

Want to Become a VA?

- Have you dreamed of being your own boss?
- Do you want more control of your future earnings?
- Are you ready to take control of your future?

The dream of owning a virtual service business can become a reality. But establishing and operating a successful business - especially one in which you have clients that you may never meet in person - can be an immense challenge.

Virtual Business Training cultivates tomorrow's Virtual Associates through a 10-week, intensive training program designed for those who are serious about starting a Virtual Assistant or Virtual Service Business. With our no-nonsense approach, you'll learn exactly what you need to launch a sustainable business.

Are you ready? Let us help you achieve your dreams.



Virtual Business Training



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Why VBT?

We're not the standard cookie-cutter, one-size-fits-all training. We cut to the chase.

We won't spend your time or money on things that many VAs have told us they already know.

Instead, *VBT* emphasizes time on task and less time in the classroom. Our small groups encourage learning through participation. Experience with 'clients' helps minimize start-up mistakes so that your business is viable from the start.

It's a jungle out there. If you're ready to get off the information roller-coaster and get serious, call *Virtual Business Training*. We'll help you get on track.

**Contact us today for more information:
info@virtualbusinessstraining.com**

The Program

Virtual Business Training's unique **hands-on training program** is designed to help Virtual Associates launch viable, sustainable virtual service businesses through:

- Group and individual instruction, coaching and mentoring.
- Peer collaboration and client simulation exercises in a dynamic learning environment.
- Presentations on topics crucial to the development and startup of a VA Business.
- Expert presentations and advice from experienced Industry Colleagues who own successful virtual service businesses.
- Extensive reference library, tools and tips from other successful VAs.



The Curriculum

Over ten weeks, you will:

- Assess your skills, strengths and weaknesses to define your business niche.
- Determine your target market and create marketing materials geared to your target market.
- Learn what hardware and software you must have to get started.
- Learn tools and tricks of the VA trade.
- Put a value on your services.
- Work with 'clients'.
- Learn the Top 10 things every emerging VA needs to have, know and do to succeed.
- Learn how to balance the demands of multiple clients.

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10-week course \$850