



Virtual Assistant Programme

alx

ALX is focused on helping you get the career-ready skills as well as the technical capabilities to help you kickstart your future in some of the most in-demand fields that employers are looking for right now.

The **Virtual Assistant (VA) programme** is an 8-week long fully digital learning experience that prepares you with the soft and practical skills needed to thrive as a strategic and influential business partner.

Virtual assistants have direct access to first-hand experience from top leaders on running a business through administration, organisation and planning, data handling, working with sensitive information, and digital and communication skills among others.

At ALX, we do learning differently. The **VA programme** offers you opportunities for a holistic learning experience and is structured in a tested world-class 70:20:10 Learning Model for leadership development:

70%



Learning by doing:

Completing critical milestones that strengthen your ability to deliver impact as a VA and gain experience.

20%



Learning from others:

Engaging with peers, attending events and receiving direct feedback from peers and instructors.

10%



Formal Coursework & Training:

Going through a world-class syllabus administered through our learning management platform.



This immersive programme equips you with a holistic understanding of workplace etiquette, knowledge of delivering exceptional work with quality standards, and insight on the tools organisations use for work.

Young leaders such as yourself are taking this programme to get access to mid-career managers and entrepreneurs, a strong community of peers and content grounded in real-life experiences of successful VAs.

In just 8 weeks, you will have the skills and insights to open the doors you need into getting unparalleled opportunity into the inner workings of an organisation, acting as a gatekeeper to a CEO's office and all the responsibilities that come with it.

“

Being a VA is like getting a 'front row seat' into how to lead a fast-growing organization with a bold mission. It's a 'mini MBA', on the job while getting paid - with the world as your classroom!





Stats

Graduation expectations:

To graduate from the programme, learners at a minimum would need to have successfully:

- Completed all required milestones/ assignments and any required Peer Feedback.
- Engaged with their peers and industry experts on the community platform.
- Attended at least 60% of community events.

Programme Tools:

- 1 A community engagement tool
- 2 A learning tool called Canvas where the programme lessons will be hosted
- 3 An integrated Peer Grading tool
- 4 A video conferencing tool

Modules Structure Summary:

WEEK 1: Onboarding, understanding the programme, practice using systems/tools.

WEEK 2: Programme overview and what makes a great VA.

WEEK 3: Developing essential VA mindsets and soft skills.

WEEK 4: Practicing skills with essential VA tools.

WEEK 5: Finding Opportunities & Upskilling - building career readiness collateral.

WEEK 6: Sourcing Opportunities and Niche Skills.

WEEK 7: Practice in a VA role.

WEEK 8: Wrapping up.

8-week Programme

100% Digital (online) learning experience

30-40 hours Per week

10-15 hours per week on learning activities and interacting with peers.

20-25 hours per week working on practical activities and attending community events

100% fees waived for 2022

Squad-based community to drive collaborated learning and sharing.

What happens after the programme?

After completing and successfully graduating from the VA programme, participants will be invited to join The Room as ALX Fellows. The ALX Fellowship Experience is founded on **3 key pillars**:

- **Connect** - Build authentic relationships with like-minded peers, senior Room members and employer partners.
- **Learn** - Stay ahead of the curve with exclusive content, masterclasses and practical workshops.
- **Elevate** - Access exclusive job opportunities, career support and peer accountability to accelerate your career.