alx

Virtual Assistant
Programme

@alxafrica

8 Weeks (30/40 hrs per week)

What is the Virtual Assistant Programme?

The Virtual Assistant (VA) programme is a thought-provoking and practical learning experience, carefully curated to equip you with key skills used by successful VAs. These skills include organisation, workspace etiquette, upward management, and must-have tech tools that companies and thriving VAs use to maximise their efficiency and quality of work.

With this programme, you will gain access to mid-career managers and entrepreneurs, building a strong network of peers and learning skills that are grounded in the real-life experience of successful VAs.

In just 8 weeks, you will have the skills necessary to work as a successful VA. This will provide an unparalleled opportunity to understand the inner workings of an organisation, acting as a gatekeeper to the CEO's office.

Why Virtual Assistant?

As a Virtual Assistant, you gain direct access to invaluable expertise from top leaders in business administration, organisation, planning, data handling, and digital communication, among other essential skills. Networking opportunities inherent in the role open doors to diverse career paths and future prospects.

Why Join Us?

The uniqueness of the Virtual Assistant (VA) Programme lies in its comprehensive approach to preparing individuals for success in the dynamic field of virtual assistance.

- Holistic Skill Development: The VA Programme emphasises both technical expertise and soft skills like project management and communication, ensuring graduates excel in diverse professional settings.
- Real-Life Experience: Participants gain invaluable insights from mid-career managers and entrepreneurs, enhancing the curriculum's practical relevance and preparing graduates for real-world challenges.
- Career Networking Opportunities: Networking within the programme opens doors to various career paths, crucial for advancement in the virtual assistance field.
- Focus on Future-Proofing Skills: Equipping participants with adaptability and resilience, the programme ensures readiness for evolving industry trends and technological advancements, fostering long-term success.

Modules Structure Summary

Week 1

Welcome & Onboarding

Week 2

What makes a great Virtual Assistant?

Week 3

Deep dive on VA Tech tools

Week 4

Master & Practice Essential VA Tasks

Week 5

Meeting Management and Finding Opportunities

Week 6

Pitching, Networking, Interviewing & Negotiating

Week 7

Practicing to Complete Virtual Assistant Tasks

Week 8

Niche Skills, Virtual Assistant Toolkit & Planning for Next Steps

8 Week

Programme

Community

To drive collaborated learning and sharing

No

Fees

100%

Digital (Online) Learning programme

20-25 hrs

Per Week on learning activities and engaging with peers
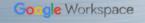
30-40 hrs

Per Week

Savannah (LMS) | YouTube | LEA/Zendesk (Program Support Channels) | Google Workspace | Vimeo | ALX Community eHub