



In partnership with



VIRTUAL ASSISTANT

ALX now provides more for those who want more. Access the full ALX ecosystem for just \$5 a month, for the duration of your chosen programme:

- World-class career development programmes, valued up to \$12,500 each
- A thriving community of peers and professionals
- State-of-the-art Tech Hubs to enhance your journey
- Career services and community support

www.alxafrica.com

10 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 10 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:** Learners gain invaluable insights from mid-career managers and entrepreneurs, enhancing the programme'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 learners with adaptability and resilience, the programme ensures readiness for evolving industry trends and technological advancements, fostering long-term success.

Content Breakdown

Part 01

Welcome & Onboarding

Part 02

What makes a great Virtual Assistant?

Part 03

Deep dive on VA Tech tools

Part 04

Master & Practice Essential VA Tasks

Part 05

Meeting Management and Finding Opportunities

Part 06

Pitching, Networking, Interviewing & Negotiating

Part 07

Practicing to Complete Virtual Assistant Tasks

Part 08

Niche Skills, Virtual Assistant Toolkit & Planning for Next Steps

10 Weeks

Programme

Community

To drive collaborated learning and sharing

30–40 hrs

Per Week

100%

Digital(Online)
Learning
programme



Savannah
(LMS)



YouTube



LEA/Zendesk
(Program Support
Channels)



Google Workspace



Vimeo



ALX Community
eHub