

## Become a Virtual PA Plus Associate

- Do you want your work to fit around your lifestyle and family?
- Do you have good secretarial skills?

**Being a virtual PA**, or freelance secretary, is an ideal business that you can run from home. It offers fully flexible and family-friendly hours and the work is interesting and varied. If you have ever considered running your own VPA business, or perhaps already do, then we have an excellent opportunity to run your own business with the option of becoming a VPA Associate. We will share our knowledge and expertise to help you run *your* own successful virtual PA business.

**First attend the training:** We hold regular one-day training courses around the UK, starting from November. The course is £195, including lunch and materials and is guaranteed to give you a real head-start and be more successful faster. Plus a chance to join our network of Associates (we offer 100% refund if not delighted).

**Where?** Locations include: **St Albans, Milton Keynes, Cambridge, Chesterfield, Warwick, Newbury, Aylesbury**, with more dates and locations planned for 2009.

**Join us!** We are also looking to grow our network of Virtual PA Plus Associates, an option for everyone who completes the training.

**What is the business?** Virtual PA Plus is an established and successful business offering a full range of business and office support services. [www.virtualpaplus.co.uk](http://www.virtualpaplus.co.uk)

**How much does it cost?** The training course is just £195. Then, if you become an Associate, a monthly licence fee of £95 (plus VAT) per month, gets you a ready-to-run business (there are no other joining or upfront fees). However, there is no obligation to become an Associate, and you may choose to run your own independent business. The only extras are stationary and equipment, which we can provide at cost.

**How much can I earn?** The role allows you to work as much or as little as you wish, with your hourly rate averaging around £15-£20 per hour.

## Become a Virtual PA Plus Associate – Training workshop

Our training will save you time and money, and reduces the risk, stress and cost of starting up or running your own virtual PA business. It is full of extremely practical, informative and high-quality ideas, tools and techniques. In just one day it covers everything you need to know to either get started (or develop your business if you are an existing freelance secretary or virtual PA).

Please email [training@virtualpaplus.co.uk](mailto:training@virtualpaplus.co.uk) or call Shay Russell on **0845 050 6386** or **07816 326 943** for more information.

### Key learning points include:

- ✓ How best to translate your skills and experience into a series of services and products that clients want to buy.
- ✓ Know how to set your prices and charge correctly for different services and clients.
- ✓ Key skills for attracting new clients: a ten-step process guaranteed to bring you a regular stream of new business on a consistent basis.
- ✓ Target marketing – how to create different solutions for different types of client.

- ✓ The most common sales and marketing mistakes virtual PA's and self-employed businesses make.
- ✓ How to respond to client enquiries to close sales.
- ✓ Client management skills and delivering excellent customer service.
- ✓ The three keys to building revenue from existing customers.
- ✓ The best equipment, software and services that you need to run your business.
- ✓ Managing cashflow: How to stay on top of invoicing and get paid; controlling costs.

### **About Virtual PA Plus and Graham Roberts-Phelps (Course Trainer)**

The lead trainer for this course is Graham Roberts-Phelps, founder and Director of Virtual PA Plus. Graham has successfully run a number of virtual businesses, has written over twelve books on business and training and is a highly sought-after and respected business trainer and consultant.

Virtual PA Plus website: [www.virtualpaplus.co.uk](http://www.virtualpaplus.co.uk)

### **Virtual PA Associates**

We are looking for talented individuals to join our UK network of Virtual PA Plus Associates. Once you have attended the training you will have the opportunity to become a Virtual PA Plus Associate (you can of course simply work for yourself without Virtual PA Plus).

As a Virtual PA Plus Associate, we will provide you with a ready-to-run detailed business kit, including – further advanced training free of charge, full support, marketing materials and business stationary (at cost), pricing guidelines, products and services, marketing techniques, computer software, and so on. The only cost is £95 per month (plus VAT), and you then keep 100% of your revenue.

You will also be fully supported in your business and be able to share work with other Associates.

Ideally you will have a skill set and background that includes some or all of the following:

- Excellent secretarial, PA or organisational skills
- Good working knowledge of the Internet and Microsoft Office
- Outgoing personality, good telephone and people skills

You may also have some other specialists experience – legal PA, web, copy writing, proofreading, event management, and so on.

Please email [training@virtualpaplus.co.uk](mailto:training@virtualpaplus.co.uk) or call Shay Russell on **0845 050 6386** or **07816 326 943** for more information.