

# How to Become a Successful Virtual PA

## How to run your own Virtual Assistant and PA business

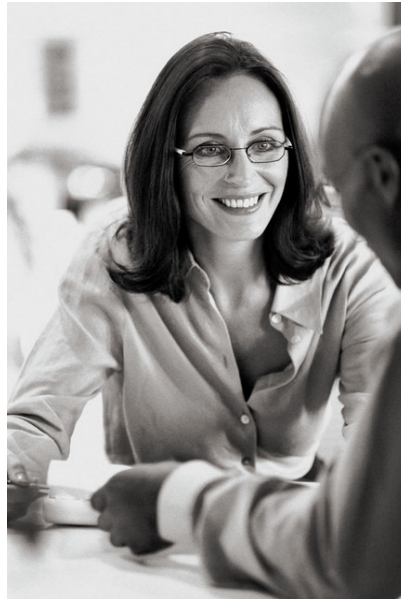
Virtual PA Plus provides a full range of business and office support services and can help you run your own virtual PA business.

This is an ideal business that you can run from home, with fully flexible hours. You can decide whether you wish this to be a part-time or full-time role. The work is interesting and varied.

### Training workshop

Our training will save you time and money, help you become more successful faster and reduces the risk, stress and cost, of starting up or running your own PA business. It is highly practical and informative and covers everything you need to know

The training day is packed full of proven ideas, short-cuts, tools and techniques. It will be of great value and benefit to either those who currently run their own Virtual PA business, or would like to.



### Key learning points

- ✓ How best to translate your skills and experience into a series of services and products that clients want to use.
- ✓ 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 clients.
- ✓ Target marketing – how to create different solutions for different types of client
- ✓ The most common sales and marketing mistakes virtual PA's make.
- ✓ How to respond to client enquiries, creating effective marketing materials.
- ✓ 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

We are an established company providing a range of online business services and employing a number of virtual PA's. We also looking for people to join as Associates

[WWW.VIRTUALPAPLUS.CO.UK](http://WWW.VIRTUALPAPLUS.CO.UK)

## Virtual PA Plus



Call 0845 050 6386 [graham@virtualpaplus.co.uk](mailto:graham@virtualpaplus.co.uk)

# How to Become a Successful Virtual PA

## ...Outline for the day

The course is a one-day program running from 10.00am to 17.00pm.

### Products and services

- ✓ 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 clients.

### Marketing and sales

- ✓ Target marketing – how to create different solutions for different types of client.
- ✓ The most common sales and marketing mistakes virtual PA's make.
- ✓ How to respond to client enquiries, creating effective marketing materials.

### Managing clients

- ✓ Client management skills and delivering excellent customer service.
- ✓ The three keys to building revenue from existing customers.
- ✓ Asking for referrals.

### Software and systems

- ✓ The best equipment, software and services that you need to run your business.
- ✓ Personal organisation and time management.

### Cashflow and costs

- ✓ Managing cashflow: How to stay on top of invoicing and get paid.
- ✓ Controlling costs.

## Virtual PA Plus

### Training style

- High quality training presentation
- Group exercises and team activities
- High degree of participation and interaction



### Course details

Each workshop costs £195, including VAT, lunch and handouts. You can book with complete confidence as we offer a full money-back guarantee if you are not delighted with your experience. Places are limited so please book early to avoid disappointment.

Date	Location
Monday 17 <sup>th</sup> November	St Albans
Friday 21 <sup>st</sup> November	Milton Keynes
Monday 1 <sup>st</sup> December	Aylesbury
Monday 8 <sup>th</sup> December	Cambridge

Other dates and locations to be scheduled.

Book two places (any dates) – 15% discount. To reserve your place, please email. Other locations are planned. [shay@virtualpaplus.co.uk](mailto:shay@virtualpaplus.co.uk) or call Shay Russell on 0845 050 6386

### About Graham Roberts-Phelps

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.

[shay@virtualpaplus.co.uk](mailto:shay@virtualpaplus.co.uk)

Office: 0845 050 6386

Mobile: 07515 851 691



# How to Become a Successful Virtual PA

## Booking Form

Please print in block capitals and return to reserve your place.

Name	
Address	
Post code	
Mobile	
Email	

Training workshop you would like to attend

Date	
Location	
Notes	(special access requirements, dietary preference, etc)

I would like to pay by  Cheque  Paypal  Bank transfer

Please make cheques payable to 8020 Pareto Ltd and post to Shay Russell, **Virtual PA Plus, Childwickbury House, Harpenden Road, St Albans, AL3 6JX**. We can also accept payment by Paypal or bank transfer, and will call you with details

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