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Popular Virtual Assistant Training & Coaching Programs

By India Jordan

Most Virtual Assistants choose this field because they either have vast experience in the

administrative field or because they've gone through one of the training programs or some combination of both. With Virtual Assistance becoming one of the "hot" new careers for individuals wanting independence, flexibility and the chance to "make it on their own," VA training programs are popping up all over the place. Let's take a look at some of the more popular programs out there (please note that this is not an exhaustive list:

Virtual Assistant Startup System –

www.TheVAStartupSystem.com

Tawnya Sutherland is a certified Virtual Assistant and the creator of this system. The Virtual Assistant Start-up System (VAS) includes a step-by-step workbook which provides a collection of advice and practical guidance for starting your own successful Virtual Assistant business. Also included is a CD-ROM of over 100+ VA related business templates plus resource books, VA Business Plan, VA Coaching Session with Tawnya Sutherland, and a VA website amongst other things.

Virtual Assistance U –

www.VirtualAssistanceU.com

This organization was founded by Janet L. Jordan, MVA, who passed away earlier this year after being an industry leader and a mentor and friend to many in the industry. It's kept going because of the other high-quality coaches who helped Mrs. Jordan with training programs. VAU offers a variety of courses and mini-courses to help out not only new Virtual Assistants, but also experienced Virtual Assistants who want to expand their businesses or make their practices more successful.

AssistU –

www.AssistU.com

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Stacy Brice heads up Assist U as the President and Chief Visionary Officer. AssistU offers a variety of blogs, articles and more for aspiring and experienced VAs. They also offer flexible payment options and personal care for each of their coaching students.

JERPAT VA Coaching –

www.VirtualVACoach.com

Patty Benton heads up this program of intensive group coaching. Tele-meeting in a small group with one to two coaches and a small group of coaching students offers peer advantages and great brainstorming sessions for new Virtual Assistants. She's also recently expanded her program for established VAs who are looking for marketing help with a boot camp program at

www.VAMarketingCoach.com

. This program is priced reasonably and Patty also hires you on as part of her team and provides you with an earned reference once the work is done.

VA Training –

www.VATraining.com

Dale & Becki Noles head up an extensive training program that includes both a jumpstart program for those wanting a quicker start and other programs that work more in detail to get your business into the best shape possible. They have a number of tuition options and work well with their coaching students to make sure that everyone receives the best possible experience from the program they choose.

Virtual Dynamos –

www.VirtualDynamos.com

Rebecca & Jon Trelfa head up this reasonably-priced training program providing students with one-on-one telecoaching, unlimited email correspondence, and assessments and training sheets for you to work through. While this is a relatively new training program, it seems well-developed and thought-provoking.

When choosing a training program, ask lots of questions such as:

* How long has the coach been coaching? How long have they been in business? Most VA coaches are or were practicing Virtual Assistants. Ask for coaching references and client references to see how they are to work with/for.

* What is the coach's background? What experience do they have with teaching, mentoring, training, administrative work, etc.?

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* What is the cost of the program? Can you afford it? Do they take partial payment in the form of trade hours, especially if your budget is tight? Do they offer a payment plan?

* Did they study under a coach or take a formal coach–training class?

* How long is the training program? What does the lesson plan look like? Is it structured well? Do you have the time to invest?

* What does the "textbook" look like? Is it a comprehensive text, full of helpful information and guidelines; or does it look like a pamphlet?

By asking these questions you'll be better equipped to determine which program better suits your needs.

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India Jordan is the owner and founder of VirtualAssistantBusiness.com. To learn more about other

<http://www.virtualassistantbusiness.com/virtual-assistant-training-courses-and-programs.html>
programs

for Virtual Assistants, visit us today.

Virtual Assistance; A Money Saving Opportunity For Employers.

By Heather Bresser

What is a Virtual Assistant? A Virtual Assistant is a highly skilled, independent entrepreneur who provides business services in a remote or virtual environment. Some have used terms like telecommuter or working from home.

Employers are looking for alternatives to having a full–time employee. Hiring a skilled Virtual Assistant helps to cut costs normally associated with on–site employees (no need for extra overhead and space, taxes, benefits, continued training), and frees up valuable time to focus on higher priority tasks that will inturn increase profits.

Assistant For You!, a Puyallup based a virtual assistance and web design company, specializes in website design and promotion, Administrative and Real Estate Support.

November 1, 2003 marks Assistant For You!'s first anniversary. Ms. Bresser attributes her success to keeping on top of the current trends in targeted industries allowing Assistant For You! to adapt to specific client needs.

For those wanting to start a Virtual Assistance company, Ms Bresser suggests, "niche in an area that

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you are not only good at, but love to do." She urges finding an established Virtual Assistant as a mentor during these rough start-up phases. "Having a mentor will help you avoid pitfalls that many face," says Ms. Bresser.

For more information about the Virtual Assistant industry and why you should hire one, contact Assistant For You! today. We can be reached directly by phone at (253) 537-7703, by email at heather@assistantforyou.com, or on the web at

<http://www.assistantforyou.com>.

Heather Bresser, Virtual Assistant and business owner of

AssistantForYou.com

, offers high energy and

her outgoing personality to her varied clients, and has been able to help them with marketing and growing their businesses through providing innovative website design and marketing strategies.

Virtual Assistance; A Money Saving Opportunity For Employers.

Virtual Assistance for Healthcare Professionals

What Is A Virtual Assistant?

What's Missing From Your Virtual Assistant Business Website That's Costing You Clients

Is Your Copy Upside Down?

Stretch Assistant Software

Bread And Biscuit Baker's And Sugar-Boiler's Assistant

Expand Your Professional Coaching and Consulting Business

Brian Garvin's MLM Secrets

Free Government Grants



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