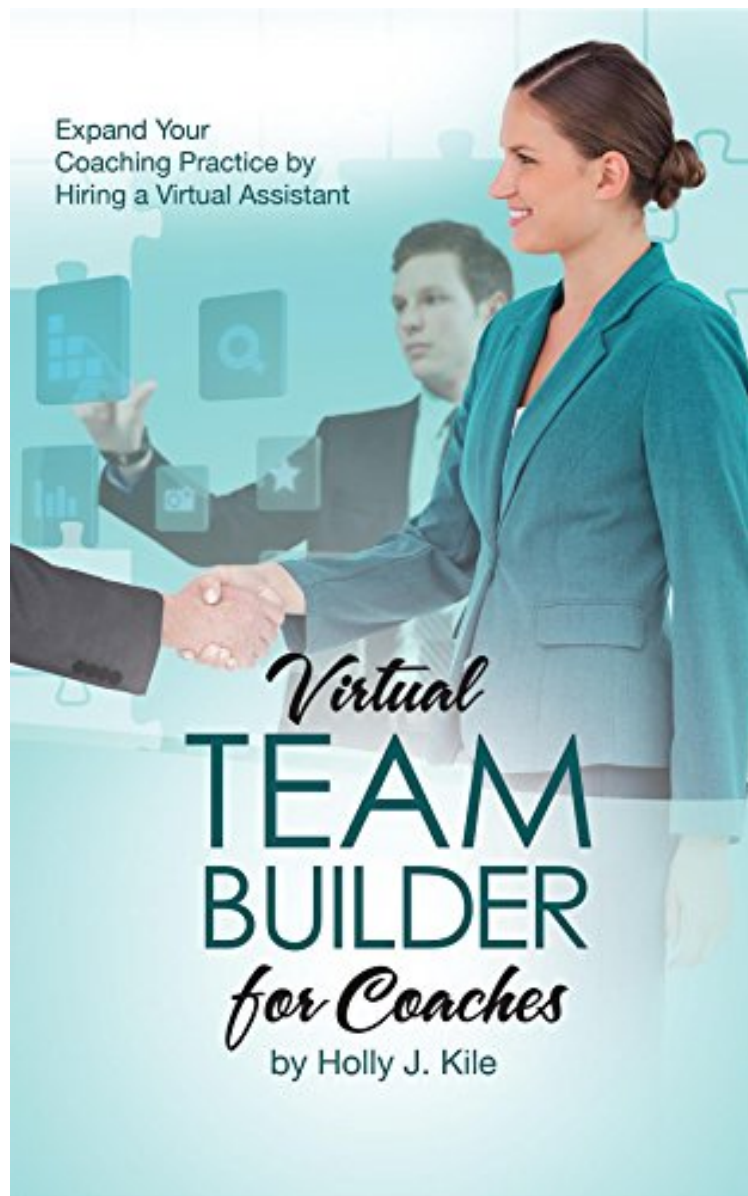


(Library ebook) Virtual Team Builder for Coaches: Expand Your Coaching Practice by Hiring a Virtual Assistant

Virtual Team Builder for Coaches: Expand Your Coaching Practice by Hiring a Virtual Assistant

Holly J Kile

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Holly J Kile : Virtual Team Builder for Coaches: Expand Your Coaching Practice by Hiring a Virtual Assistant before purchasing it in order to gage whether or not it would be worth my time, and all praised Virtual Team Builder

for Coaches: Expand Your Coaching Practice by Hiring a Virtual Assistant:

Hiring a virtual assistant is a great way to leverage time and money in your business. With Virtual Team Builder, you can get the exact information you need to find, hire, train and work with the right virtual assistant for YOU!

ABOUT THE BOOK Not sure what a virtual assistant is or what they actually do? Dive into the origins of virtual assistants and how the industry has grown to be a key component of growing businesses worldwide.

PART 1: INTRODUCTION TO VIRTUAL ASSISTING Knowing you need help is one thing but knowing where to find the right VA can be a completely different challenge. Get the information you need to figure out what kind of VA you need in your business now and in the future, where to find the best candidates and how to interview your potential team members.

PART 2: FIND THE PERFECT VA FOR YOUR BUSINESS Now that you have a VA, getting started with them the right way is crucial. In this section, I share with you the best practices for working with a virtual team. Learn how to communicate effectively and make the most of your time together with the insights in this section.

PART 3: WORKING WITH YOUR VA Need more than one VA? Need more than just standard VA work done? Business booming faster than you can keep up with? This section covers how to handle that growth with your virtual support.

PART 4: BEYOND THE BASICS From how to work effectively with your VA when you need to be out of town to how to manage everything from social media to email to scheduling, this section will help guide you on best practices for maximizing your virtual assistant's effectiveness.

PART 5: UTILIZING YOUR VA TO THE FULLEST From how to work effectively with your VA when you need to be out of town to how to manage everything from social media to email to scheduling, this section will help guide you on best practices for maximizing your virtual assistant's effectiveness.

PART 6: CHECKLISTS Don't skip any steps! These checklists help you to make sure all your bases are covered when hiring along with helping you delegate all of the critical functions to your new VA!

PART 7: TOOLS AND RESOURCES A comprehensive list of more than 200 online tools and resources to help you do business. No more wondering what tool you should use. Simply flip to the back and find out what our top choices are and get started! Some have said that this part of the book alone is worth the price of admission!

VIRTUAL ASSISTANT READINESS ASSESSMENT Now that you've read the book, see if you're ready to work with a VA by taking our proprietary Virtual Assistant Readiness Assessment. Once you input your answers, we'll score your quiz and email you the results!