



Do's and Don'ts

Trainer's Name

Mukhtar





Learning objectives

By the end of this module, you should be able to:

- Understand the do's and don'ts of freelancing on Upwork.
- 2. Appropriately follow the trainer guidelines and be in line with the rules of freelancing on Upwork.









Do's and don'ts on Upwork





Learning Outcomes

By the end of this session, you should be able to:

- 1. Spell out the do's and don'ts of a perfect profile photo
- 2. Discuss the ins and outs of payment, bidding, jobs/projects and account issues or problems
- 3. Expound the general do's and don'ts of freelancing





1. Profile Photo

Don'ts	Do's
- Poor light / too dark	- Good lighting
- Not looking at camera	- Face the camera
- Too much body	- Frame into face
- Cluttered workspace	- Simple background
- Full upper body	- Crop around face
- Face hard to see	- Clean background
- Too casual attire	- Professional attire
- Eyes covered with sunglasses	- Smiling, looking into the camera





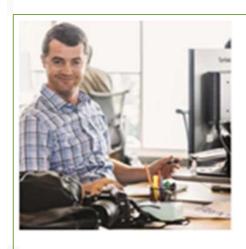
Let us discuss about this profile photos TOGETHER.





















Remember!













2. Payment

Don'ts	Do's
- Avoid requesting / accepting payments outside Upwork. Your account can get suspended.	- Ask the client to pay you via Upwork or Upwork's Escrow for fixed-type projects.

3. Bidding

Don'ts	Do's
 Do not bid on just anything and everything to get your foot in the door. Avoid rushing and do not submit uncustomized or copy/pasted (robot-bidding) proposals to land jobs. 	- Bid on projects you are sure you can deliver with 95% plus quality and refrain from bidding for jobs that are not part of your area of specialization. Remember to maximize your connects. Keep your bid short and to the point.
	- Customize your proposals. Read and understand the job description and any other thing related to the bidding. Check your grammar. Use Grammarly or ProWritingAid. Spend some time on each bid and treat it as a new unique entry.





4. Jobs / Projects

Don'ts	Do's
- Circumvent on underdelivering as it	- Under-promise and overdeliver. Meet
will affect your feedback history.	the deadlines.

5. Account Issues / Problems

Don'ts	Do's
- Try to use shortcuts or third-party	- Contact the RESI trainers or mentors
solutions to any problems or issues you	if you encounter any issues or problems
encounter with your account.	with your account to seek advice.
	- Ask for clarification if you are not sure of or if anything confuses you.





6. General - do's and don'ts

Do

- Be professional, respectful, and polite
- Be honest
- Deliberate on what you can offer rather than what is in it for you
- Check the client's history ratings, feedback so on and so forth
- Make use of marketing potential of social media: share and advertise your services
- Reskill learn a new skill after every 3 to 6 months
- Voluntary work

Don't

- Be impatient: give time to the client to respond to your questions and avoid asking for payments immediately after completing a project. Clients are not available around the clock. Wait for at least 1 week to ask for short-term payments and at least 42 hours for a client to respond to your messages
- Submit long bids: long and waffly bids will be automatically discarded if there are dozens or hundreds of bids
- Procrastinate
- Give up: it takes time to build a regular flow of business





Questions?





Thank you





Activity – profile creation & correction





Activity – proposal writing (one-on-one)





Questions?





Thank you





Quiz two





Quiz two





Activity – proposal writing (one-on-one)





Activity – profile creation & correction





Activity – proposal writing (one-on-one)





Activity – post assessment – profile reviews & improvements





Congratulations!

You have completed the Introduction to Online Freelancing training.





Closure of the training



