			Improved			Original Guide	PPT	Participant Handout 1	Participant Handout 2	Participant Handout 3
	Day 1	Day 2	Day 3	Day 4	Day 5	01 Introduction to V.A. Role	Introduction to V.A. Role	Intro to V.A Role Handout		
9:00	BS-IVA - Intro to V.A Role	BS-TM - Time Management Skills	BS-PS - Planning and Scheduling	BS-OCP - Orientation to Client Preferences and Needs	BS-T - Troubleshooting	02 Professional and Adaptive Communication	Professional and Adaptive Communication	Professional and Adaptive Communication Handout		
9:15						05 Time Management Skills	Time Management Skills	Time Management Skills Handout		
9:30						04 Introduction to Google Workspace	Introduction to Google Workspace			
9:45						07 Planning and Scheduling	Planning and Scheduling	Planning and Scheduling Handout		
10:00						06 Social Media Management	Social Media Management	Social Media Management Tools Handout	Social Media Management Assignment handout	Sample Work Handout
10:15						03 Orientation to Client Preferences and Needs	Orientation to Client Preferences and Needs	Orientation to Client Preferences and Needs Handout		
10:30	BREAK	BREAK	BREAK	BREAK	BREAK	08 Calendar Management	Calendar Management	Calendar Management Tools Handout	Calendar Management Tasks Assignment Handout	
10:45		BS-GW - Intro to Google Workspace	VA-SMM - Social Media Management	VA-CM - Calendar Management	VA-EM - Email Management	09 <u>Troubleshooting</u>	Troubleshooting	Troubleshooting Task Handout		
11:00						10 Email Management	Email Management	Email Management Tools Handout	Email Management Tasks Assignment Handout	
11:15	BS-PAC - Professional					11 Introduction to Canva	Introduction to Canva			
11:30	and Adaptive Communication					12 Canva Practice, Part 1	Canva Practice, Part 1			
11:45						14 Principles of Graphic Design	Principles of Graphic Design			
12:00							Canva Practice, Part 2			
Tasks /.	A Toolo Bossoroh Tooks	s Google Workspace tools	Social Media Drills	Calendar Drills	Email Drills	16 Transform a Marketing Ad	Transform a Marketing Ad			
I dono V.	A. Ioois Research Tasks					17 Introduction to Digital Marketing 1	Introduction to Digital Marketing 1	Introduction to Digital Marketing Handout		
						18 Introduction to Digital Marketing 2	Introduction to Digital Marketing 2			
						19 Social Media Marketing	Social Media Marketing	Social Media Marketing Handout		
	Day 6	Day 7	Day 8	Day 9	Day 10	20 Email Marketing Foundations	Email Marketing Foundations	Email Marketing Foundations Handout		
9:00		Graphic Design	Marketing Ad	DM-IDM2 - Introduction to Digital Marketing 2	DM-EM - Email Marketing Foundations	21 Email Strategy and Campaigns	Email Strategy and Campaigns			
9:15						22 Mailchimp	Mailchimp			
9:30	/A-GD - Introduction to					23 Session 1: Content Creation Foundations	Content Creation Foundations 1	Content Creation Foundations 1 Handout		
9:45	Canva					24 Session 2: Content Creation Foundations	Content Creation Foundations 2	Content Creation Foundations 2 Handout		
10:00						25 Advanced Content Strategies	Advanced Content Strategies	Advanced Content Strategies Handout		
10:15						26 Measuring and Optimising Content	Measuring and Optimising Content			
10:30	BREAK	BREAK	BREAK	BREAK	BREAK	27 Integrating A.I into V.A	Integrating Artificial Intelligence into Virtual Assistance			
10:45		VA-GD - Canva Practice, Part 2	DM-IDM1 - Introduction to Digital Marketing 1	DM-SMM - Social Media Marketing	DM-EM - Email Strategy and Campaigns	29 CV Workshop	Introduction to Resume - Virtual Assistant			
11:00	VA-GD - Canva Practice, Part 1					28 LinkedIn Optimization	Personal Branding on LinkedIn			
11:15						30 End of Training Review				
11:30										
11:45						CI Google Classroom				
12:00										
Tasks	Design Practise	Design Practise	Design Practise	Create a Social Media	Email strategy and					
		9		Marketing Campaign	campaign task					
\vdash	Day 11	Day 12	Day 13	Day 14	Day 15					
9:00										
9:15	DM-EM - MailChimp	DM-CM - Content Creation Foundations 2	DM-CM - Measuring and	BS-CV - Introduction to Resume - Virtual Assistant	BS-PBL - Personal Branding on LinkedIn					
9:30										
9:45										
10:00										
10:15	BREAK	BREAK	BREAK	BREAK	BREAK					
10:30	DREAN	DREAK	DREAK	DREAR	BREAR					
10:45	DM-CM - Content Creation Foundations 1	DM-CM - Advanced Content Strategies	BS-AI - Integrating Artificial Intelligence into Virtual Assistance	Resume Workshop	End of Training Review					
11:15										
11.00										
11:45										
12:00	0 . 5	0 1 10 5 - 1	0							
Tasks	Create an Email Marketing Campaign	Content Creation Task Storyboard Practise	Storyboard Practice Al Prompting tasks							
Tasks	g campaign	2.37,000.07.100000	i rompung waka							