SFO Coaching Programme

SFO is a comprehensive coaching programme, outsourcing platform, and proven process for systemizing your entire business. We’ll show you how to hire, train, and manage a remote team so you can delegate all the day-to-day tasks. By the end of the course, you’ll have a fully systemized and outsourced business.

Easy Email Outsourcing

You get everything you need to quickly and effectively outsource all of your email and instant messaging to your assistant. You’ll reduce the time taken to reply, file, archive, unsubscribe, and action your messages by up to 90%. With our proven system, you’ll see results within 14 days.

BPMN Bootcamp

This easy to follow, intensive online training will take you from being a complete novice to creating clear, accurate, and usable business process maps. Doing this will enable you to outsource even the most complex, multi-step tasks. Once you master this essential skill, you’ll be well on your way to freeing yourself entirely from your business’s day to day operations.

VA Hiring System

Our systemized hiring process takes the hard work out of growing a team of reliable, talented, and affordable remote workers. You get detailed, step-by-step tutorials, templates, checklist, job posting, position agreements, terms of engagement, and everything else you need. This proven process will shortlist the very best applicants with minimal effort from you. You can even outsource the entire task to an existing team member!  
  
  
VAMT

Our Virtual Assistant Management Toolkit gives you everything you need to effectively manage your remote team. We provide example legal documents, meeting templates, performance review checklist, coaching guidelines, feedback model, and all our best practices that we’ve developed from oursourcing over 50,000 hours of work.

Business Strategy Consultation  
  
We’ve helped over 110 business owners to work remotely, create scalable systems, and outsource their work. In doing so, we’ve given them their lives back and ensured long-term success and profitability of their businesses. During this 45-minute video consultation, we’ll identify your biggest obstacles and give you a clear, actionable plan. These calls are by application only as we have limited availability and want to ensure that we spend our time working with clients who are ready to take action and transform the way they work.