Module 1:

Laying the Groundwork…

- Discover a new way of thinking, feeling and receiving team support

- Create a plan of action so that you feel in control, safe and part of the decision making process so you can feel at total ease with your team

- Be personally guided through the entire process, from creating your job ad, screening candidates, hiring the right virtual assistant and the on-boarding process, so you are fully supported in this phase of your business

- Walk away knowing exactly what tasks you will be delegating out, which team members you need to hire and what your next steps are to get started right away

Victoria Vail

Module 2: Stepping In…

- Module 2 is all about taking what we planned out in module 1 and putting it into action. This is the fun part!

- We will look at the areas in your business that you will focus on and what additional systems you may need in place to ensure you and your team get started off on the best foot possible.

- We will spend a good portion of module 2 training, focused on how you will step into leadership so you can lead your dream team though your business with confidence, ease and effectiveness.

- We will support you through this process to ensure you, hire the right support for the job, feel confident in your new hire(s), and have all your questions answered so you can start focusing on the areas of your business that you love!

- You will walk away from this module knowing exactly what you responsibilities are and what you can expect from your team going, forward so you can begin to delegate with right away. You will feel supported and have a concrete plan of action so you know exactly what your next steps are.

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Module 3:

Finding M/M Right…

- Learn how and where you can find independent contractors that are the best fit for your needs both, short term and long term and are ready and available to support you

- Understand the Pros and Cons the different types of hires and determine which is best for you and your company so you don't find yourself constantly hiring new team members

- Have an ad created and posted that highlights your company, the position(s) and what type of team member you are looking for so you get only pre-qualified candidates applying

- You will walk away knowing what you need support with, right now and going forward, who you need on board, what that person looks like and an ad that highlights it all, so you begin interviewing immediately and building your dream team with ease, clarity and confidence

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Module 4:

Interviewing and Perfect Match Prep…

- Learn all about the interview process itself, especially how it relates to virtual positions so you can quickly implement this process without it becoming another drawn out task on your list

- Create interview questions based on your unique needs

- Develop and set clear boundaries and expectations so you can create a team that understands your goals, visions and direction you are headed

- Create your vision of the ideal team so you can not only have the team you dream of, but so you also have a team that represents you in a way that no one else does

- Learn how to shortlist to simplify the decision-making process, interview only the best and have options to choose from as you build out your very best team

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Module 5:

Legal Lite…

- Avoid common legal pitfalls! Be in the know as you learn about common legal issues/concerns (as related independent contractors) and how you can avoid them

- Learn about contracts, scheduling and other topics applicable to team

- You will be set up and ready to officially hire your own independent contractor

- Receive a sample contract outline to use for reference in assisting and designing your own personalized contract(s) (with your legal advisor) so you can feel secure through the hiring process and move forward quickly with little delay

- Learn the 4 components that every contract should have and also receive special access to a specialized attorney training so you start out on the right path from the start

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Module 6:

Scheduling, Systems & Structures…

- Master your meetings – learn all about scheduling and setting up your team meetings, even if you have only one team member

- You'll be presented with online project management software options

- Learn the most effective online project management software options and be guided to select the one that's best for your needs, business, and personality style/preferences

- Fast track to the remaining techie elements of S^3 that are either required or an option for you to use to optimize efficiency, output and results

- Learn what's out there to share files/documents using tools such as: Dropbox, Google Drive, contract signing software, cloud storage, etc, to make your life easier, effective and time efficient

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Voice Lessons…

- Learn how to confidently and constructively provide positive feedback to your team in a way that produces productivity, results and respect vs. slack and resentment

- Become savvy and equipped to handle any challenges or disagreements as they arise so you can maintain leadership and productivity within your team

- Know when it's time to release a hire. We'll get you prepped so if you are ever in that situation, you'll know how and what to do. If you're in that situation now, we'll support you in releasing that individual and moving on

- Be prepared to discuss new growth opportunities with team members who fit your company goals and future vision so you can provide proper incentives and training to team members who you desire to keep on board long term

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Module 8:

Integration & Implementation…

- IMPLEMENTATION, IMPLEMENTATION, IMPLEMENTATION! We will begin implementing all the plans we have mapped out throughout previous modules so you can start seeing results quickly

- Extensive availability to our team via Facebook and a final LIVE, Q&A for any of your remaining questions or inquiries. We will be available to support you throughout implementation process so you are taking fast action and seeing the results you desire

- Time to celebrate and review how far you've come. We will create space for you to celebrate, reflect and regroup so you can come back to your dream team rested and ready to hit the ground running

- Review your action plan for holes and add any final touches to ensure success. We will fine tune your plan so it works for you and helps you keep a consistent flow of progress

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