Virtual Assistant
Calendar Management

Workforce Academy

Lessons Include:

Time Management

Calendar Scheduling

Appointment Coordination

Meeting Organization

Prioritization of Tasks

Communication Skills

Software Proficiency

Multitasking and Organization

Unlock your potential as a Virtual Assistant with our online class, honing in on essential skills like expert calendar management. Learn to streamline schedules, coordinate meetings, and optimize time for increased productivity. Join us and become proficient in this crucial aspect of virtual assistance, opening doors to a flexible and in-demand career.

Objective: Learn Techniques of Calendar Management

Advised Duration: 7 Weeks

Modality: Online, Self-paced

Total Charge: $2497.00

Gain the skills to begin your career, TODAY.

Sign Up Today at: **workforceacademyonline.com**