



**Start your journey to a new,
empowered career today!**

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**ICT Essentials &
Productivity Skills Program**
For Virtual Assistants





ICT Essentials & Productivity Skills Program

For **Virtual Assistants**

Step into the world of virtual assistance with our ICT Essentials & Productivity Skills Program. In just 6 weeks, you'll gain the essential skills to work remotely, manage tasks, and communicate effectively.

Unlock Your Remote Career Today!

Who is a Virtual Assistant?



Virtual assistants provide administrative services to companies and clients remotely.

VAs can serve remotely as:

- PAs (Personal Assistants)
- Administrative Assistants
- Administrative Officers
- Secretaries at all levels

The difference between virtual assistants and other administrative assistant roles is that virtual assistance offers flexibility and allows you to utilize your administrative skills. This career path often provides an excellent work-life balance, enabling you to pursue your career goals while managing personal commitments. Virtual assistants enjoy the independence of remote freelance

Become a virtual assistant in 6 weeks: ICT Essentials and Productivity Program for Virtual Assistants

To become a virtual assistant, one must possess the ICT skills necessary to accomplish common administrative tasks remotely. CTVET has developed a global virtual assistant curriculum that will equip anyone with the ICT skills necessary to work as a virtual assistant at any level.

The 6 weeks program is designed to equip aspiring Virtual Assistants with foundational ICT knowledge and practical productivity skills essential for remote administrative support roles. The training will follow a blended or fully online delivery format, to suit participants' needs and context, allowing participants the freedom to choose what works for them



• Program Overview

- **Duration:** 6 Weeks
- **Format:** Blended (in-person/virtual)
- **Target Group:** Aspiring Virtual Assistants (Beginner to Intermediate Level)
- **Learning Outcome:** Participants will become proficient in digital literacy, communication platforms, file management, scheduling, and online collaboration using modern tools.

Module Outline

Week 1: ICT Fundamentals

Topics:

- Introduction to ICT and the VA role
- Basic computer and internet skills
- Microsoft 365
- Email setup, etiquette, and management (Gmail, Outlook)

Tools: Gmail, Outlook, Chrome/Edge

Expected Outcome:

Participants can use a computer confidently and manage emails professionally.

Week 2: Cloud & File Management

Topics:

- Introduction to Cloud Computing
- File organization and sharing
- Backup and security basics

Tools: Google Drive, OneDrive, Dropbox

Expected Outcome:

Practice uploading, sharing, and collaborating on files
Participants can manage digital files effectively and safely.

Week 3: Productivity Tools & Communication Platforms

Topics:

- Time management & task tracking
- Real-time communication and meetings
- Online scheduling and calendar management

Tools: Teams, Trello/Asana, Zoom, Google Meet, Calendly, Google Calendar

Expected Outcome:

Participants can schedule meetings, manage tasks, and communicate virtually.



Week 4: Office Tools & Digital Collaboration

Topics:

- Document creation, spreadsheets, and presentations
- Collaborative editing and commenting

Tools: Google Docs, Sheets, Slides, Microsoft Word/Excel/PowerPoint

Expected Outcome:

Participants can handle administrative document tasks and collaborate with clients online.

Week 5: Social Media & Content Basics

Topics:

- Basic content creation and branding support
- Managing social media accounts (overview)

Tools: Canva, Facebook Page Manager, Buffer

Expected Outcome:

Participants can support content-related tasks and basic social media scheduling.

Week 6: Virtual Assistant Portfolio & Career Prep

Topics:

- Creating a VA portfolio and resume
- Introduction to freelancing platforms (Upwork, Fiverr)
- Interview simulations and client communication tips

Tools: Upwork, Fiverr

Expected Outcome:

Participants are job-ready with a basic VA portfolio.

Assessment

- Weekly quizzes and practical tasks
- Final project presentation
- Feedback and peer review

Perks

- Fully Air-conditioned training classroom
- Uninterrupted power supply
- High Speed Internet
- Certification: Free Certificate of completion and Digital badges for social media
- Top Performer Awards
- Internship Placement Support
- Personalized Portfolio Support (mock interviews and profile setup on Upwork, Fiverr, etc.)
- Access to paid tools or resources (Canva Pro, Microsoft license, Google Workspace, CapCut, etc.)
- Free mentorship sessions with experienced virtual assistants or freelancers
- Access to a private support group (Telegram)
- Monthly check-ins for accountability and growth even after training
- Free bonus sessions on personal branding, social media management, time management for remote workers, AI tools for Vas
- Small class size



Required Tools & Setup

- Laptops/Smart phones
- Microsoft Teams/Zoom/Google Meet
- Google Workspace account
- LMS (Microsoft Teams for Education /Google Classroom)

Duration: 6 weeks

- Start Date: April 22nd, 2025

Ready to embrace the freedom of remote work?

Sign up today!



Register via

ctvet.csaaeinc.org

