

Virtual Assistant CALENDAR MANAGEMENT

Zoom Graphics

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.



Course Objective: Learn Techniques of Calendar Management

Advised Direction: 7 Weeks

Modality: Online, self-paced, instructor-led

Total Charge: \$2,497 (scholarships available)

Zoom Sign Up Today at: zoomgfx.com