

NEW HIRES, NEW HEIGHTS

**A COMPREHENSIVE GUIDE TO ELEVATED
ONBOARDING FOR YOUR VIRTUAL ASSISTANT**



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Personalized Training



Personalized Training

- Personalized Training
= Prepared Training

Personalized Training

- Personalized Training
= Prepared Training
- System Access

Personalized Training

- Personalized Training
= Prepared Training
- System Access
- Set Aside Time

Clear Expectations



Clear Expectations

- Clear is Kind



Clear Expectations

- Clear is Kind
- Explain the *WHY* Behind the *WHAT*

Clear Expectations

- Clear is Kind
- Explain the *WHY* Behind the *WHAT*
- The Importance of 1:1 Meetings

Clear Expectations

- Clear is Kind
- Explain the *WHY* Behind the *WHAT*
- The Importance of 1:1 Meetings
- Feedback and Evaluation

A Few Things to Remember:

- Build relational capital.
- Be transparent.
- Lead with curiosity.
- Talk about the problem, not the person.

Set Clear Expectation & Guidelines



AVAILABILITY



COMMUNICATION



PRODUCTIVITY



MEETINGS



SUPPORT

Performance Metrics



Performance Metrics

- Establish Performance Metrics

Performance Metrics

- Establish Performance Metrics
- Set Goals

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