

How To Hire, Train and Mentor Virtual Assistants

In a dance studio, virtual assistants play a crucial role in optimizing productivity and efficiency. They offer support remotely, handling diverse tasks, from administrative duties to creative projects.

Clint Salter



**RUNNING A
STUDIO IS
HARD WORK**





“Running a business is like eating glass and staring into the abyss. After a while, you stop staring, but the glass chewing never ends”

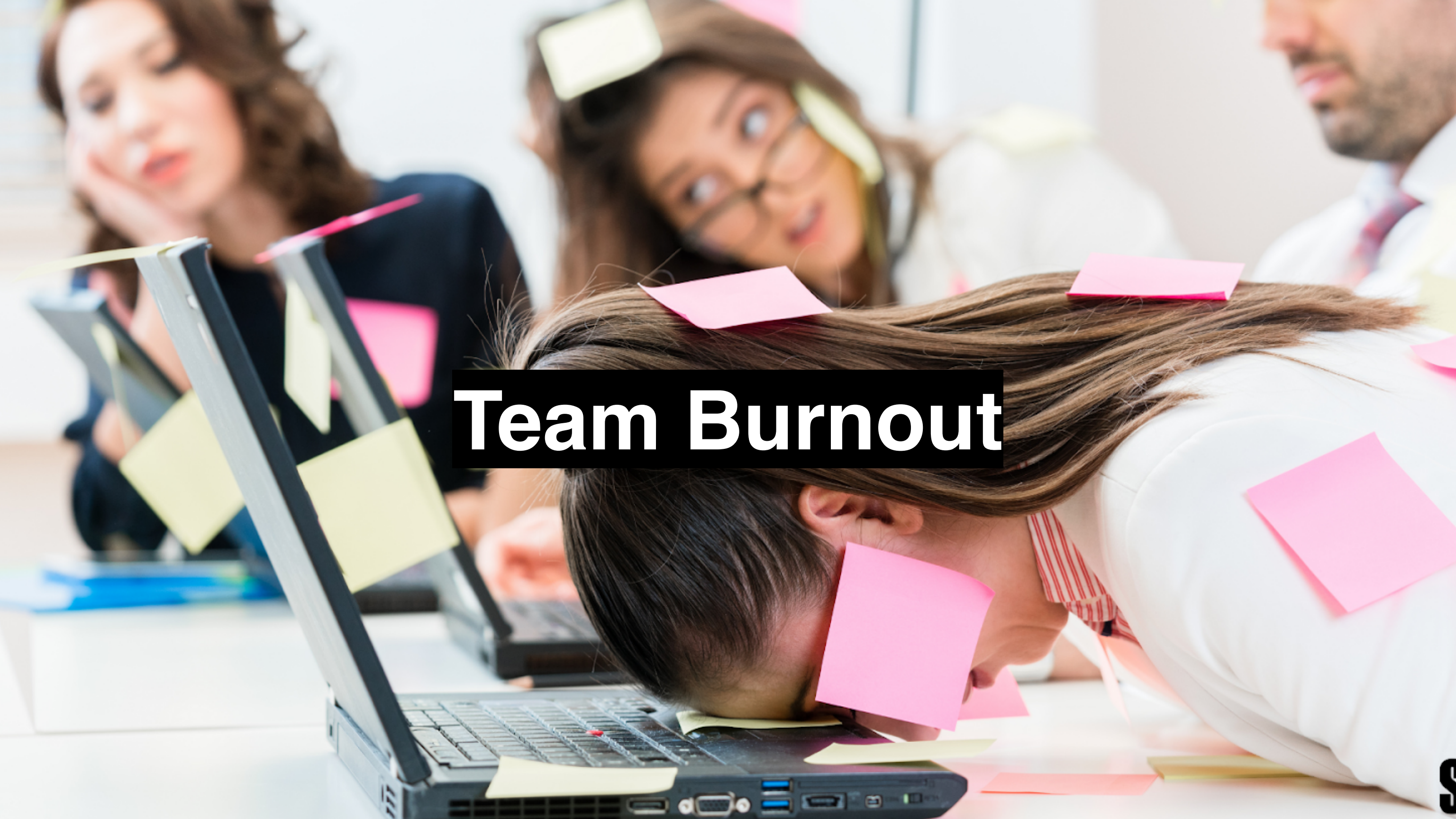
Elon Musk

Founder Of SpaceX, Tesla and Solar City

A Million Things To Juggle



Urgent Fires



Team Burnout

Record Staff Shortages

Costs Escalating

A close-up photograph of the front of a yellow vehicle, possibly a truck or heavy-duty car, stuck in a deep, muddy bog. The vehicle's front grille, headlights, and bumper are visible. The wheels are spinning, causing a large amount of brown mud to splash upwards and outwards, creating a dynamic and somewhat chaotic scene. The background is a soft-focus view of the muddy terrain.

Feeling Stuck & Overwhelmed

Giving Up Altogether

**WHERE WE
WANT TO
BE...**





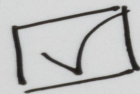
Focused

To do:

Tasks Completed

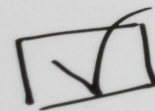


Make

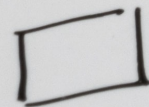


Drink

coffee



more coffee



Make

A woman with dark hair tied back is sitting in a meditative pose on a large, dark rock. She is wearing a light purple sports bra and matching leggings. Her hands are resting on her knees in a mudra position. The background is a lush tropical forest with large green palm leaves and sunlight filtering through the trees. A black rectangular box with the word "Calm" in white text is centered over the image.

Calm

Driving Forward

HOW DO WE GET THERE?



**YOU NEED AN
EFFECTIVE
TEAM**

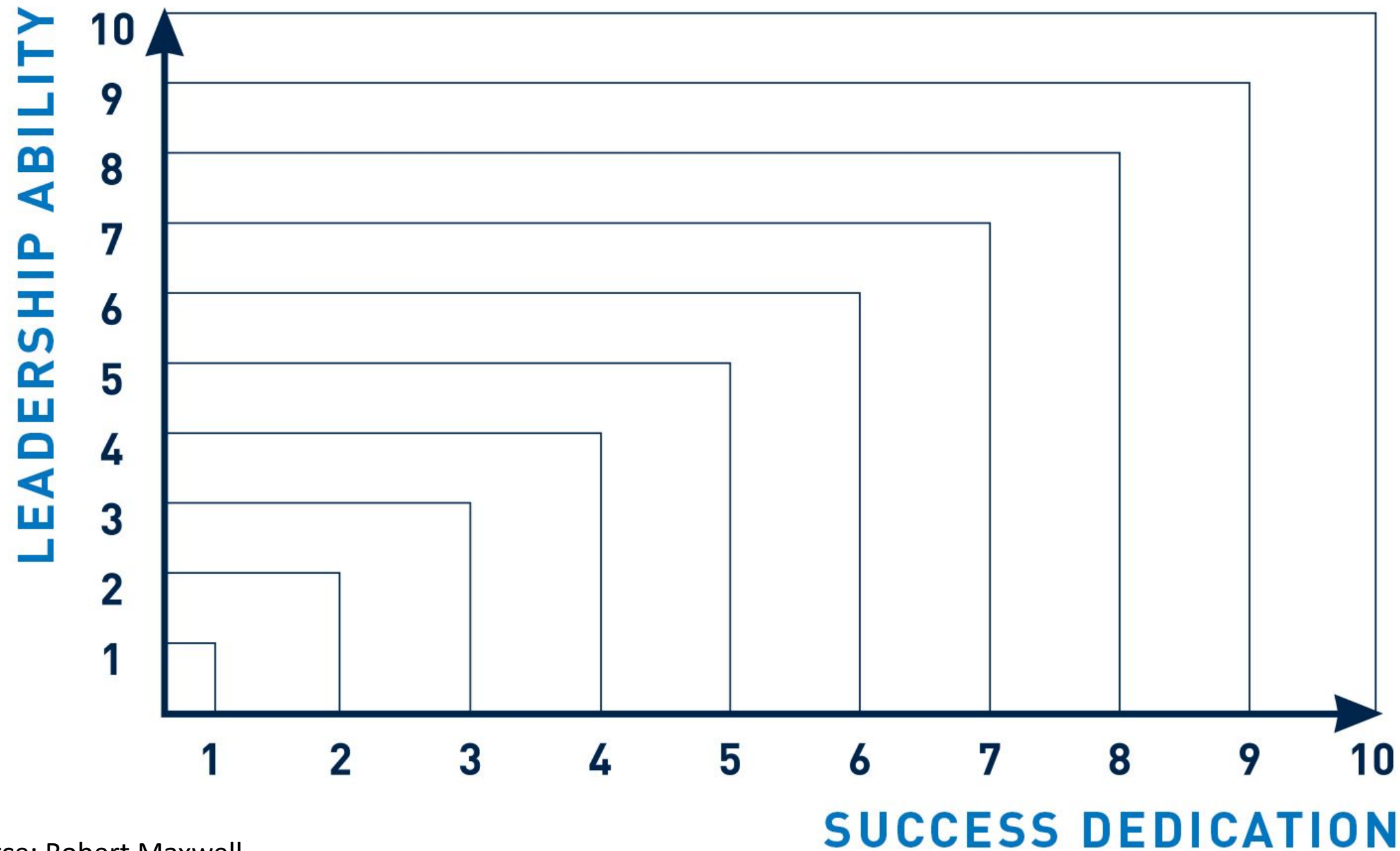




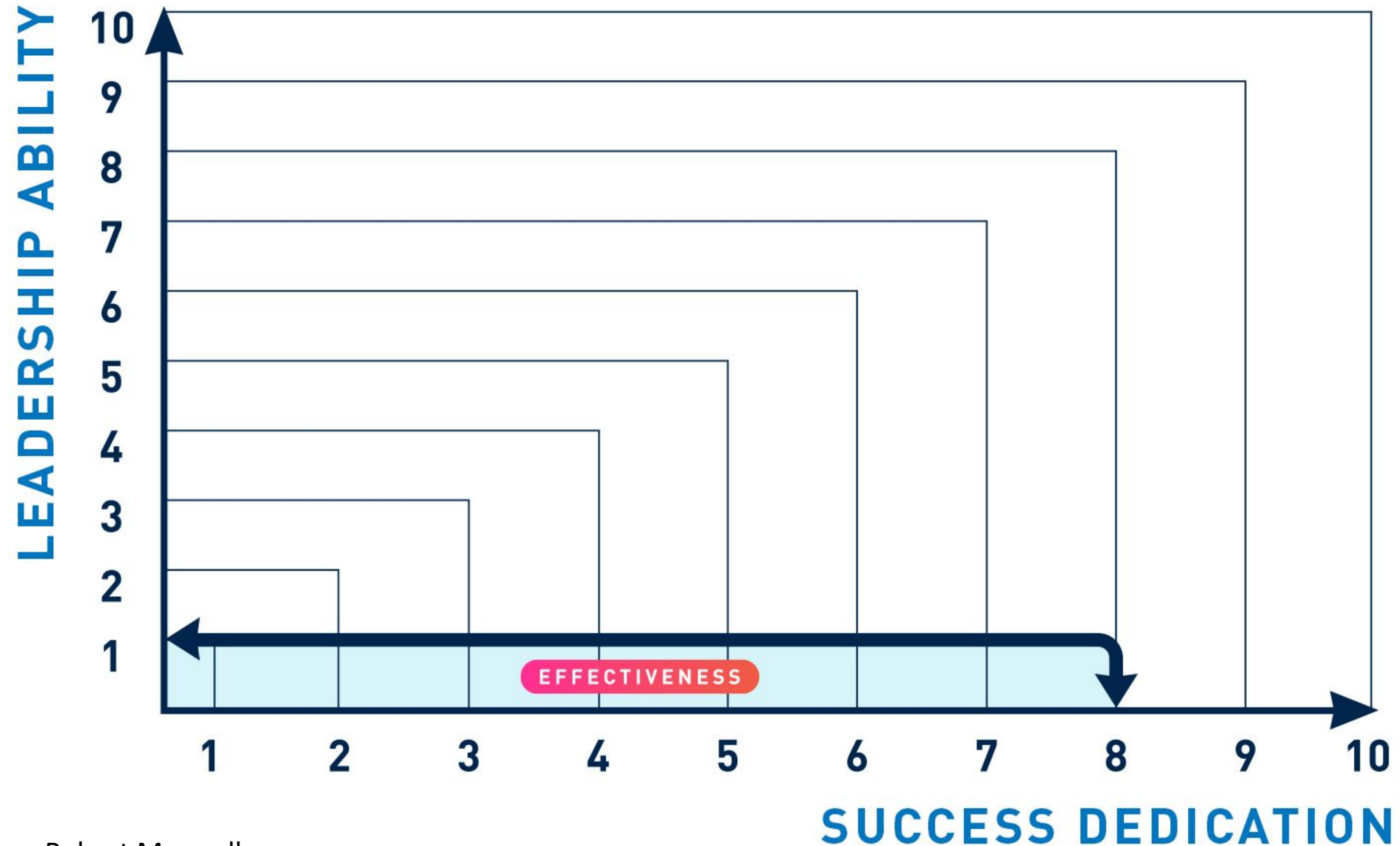
AFRICAN PROVERB

**IF YOU WANT TO GO SOMEWHERE
FAST, GO ALONE. IF YOU WANT TO
GO FAR, GO TOGETHER.**

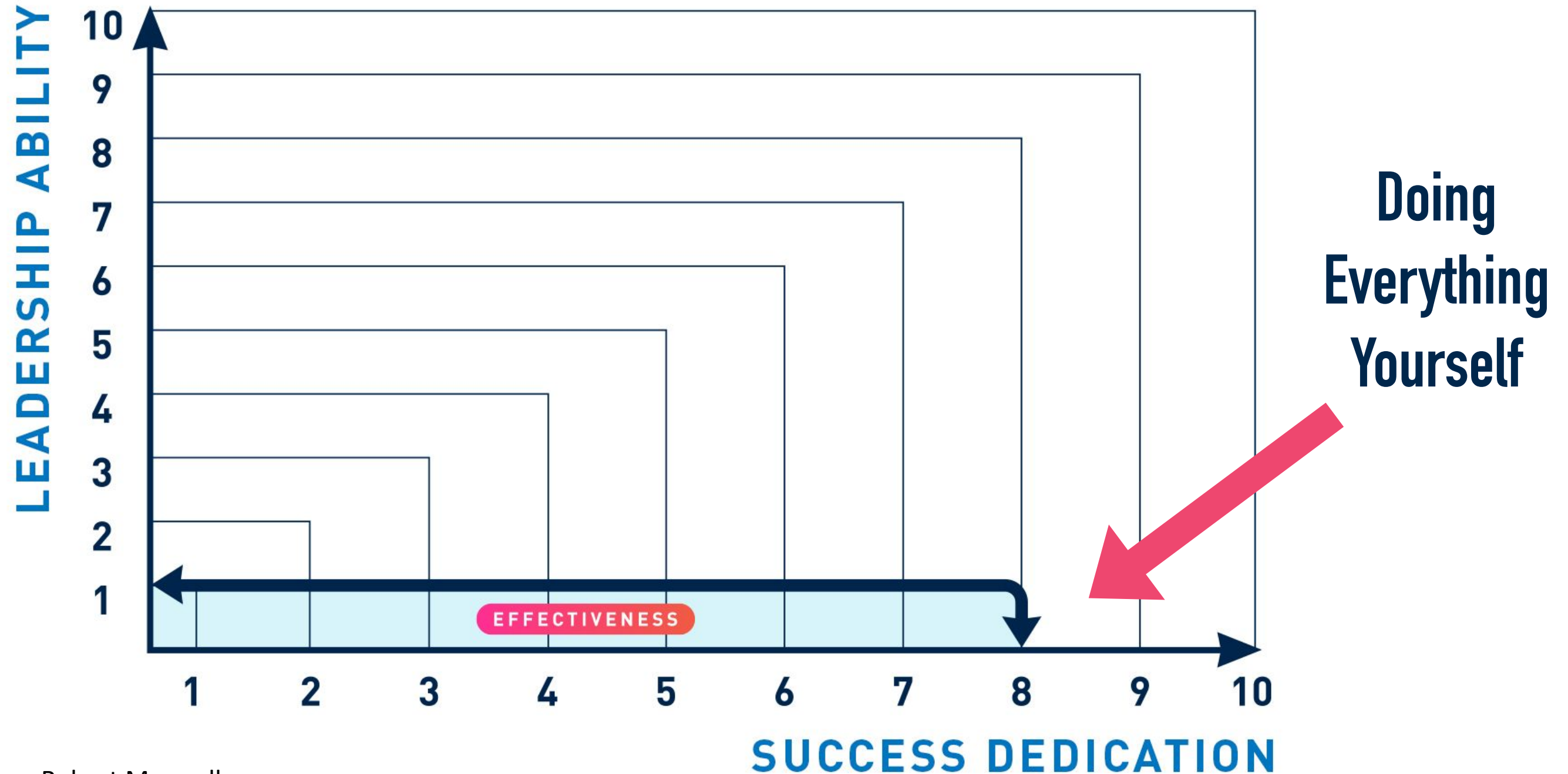
Success Dedication Vs Leadership



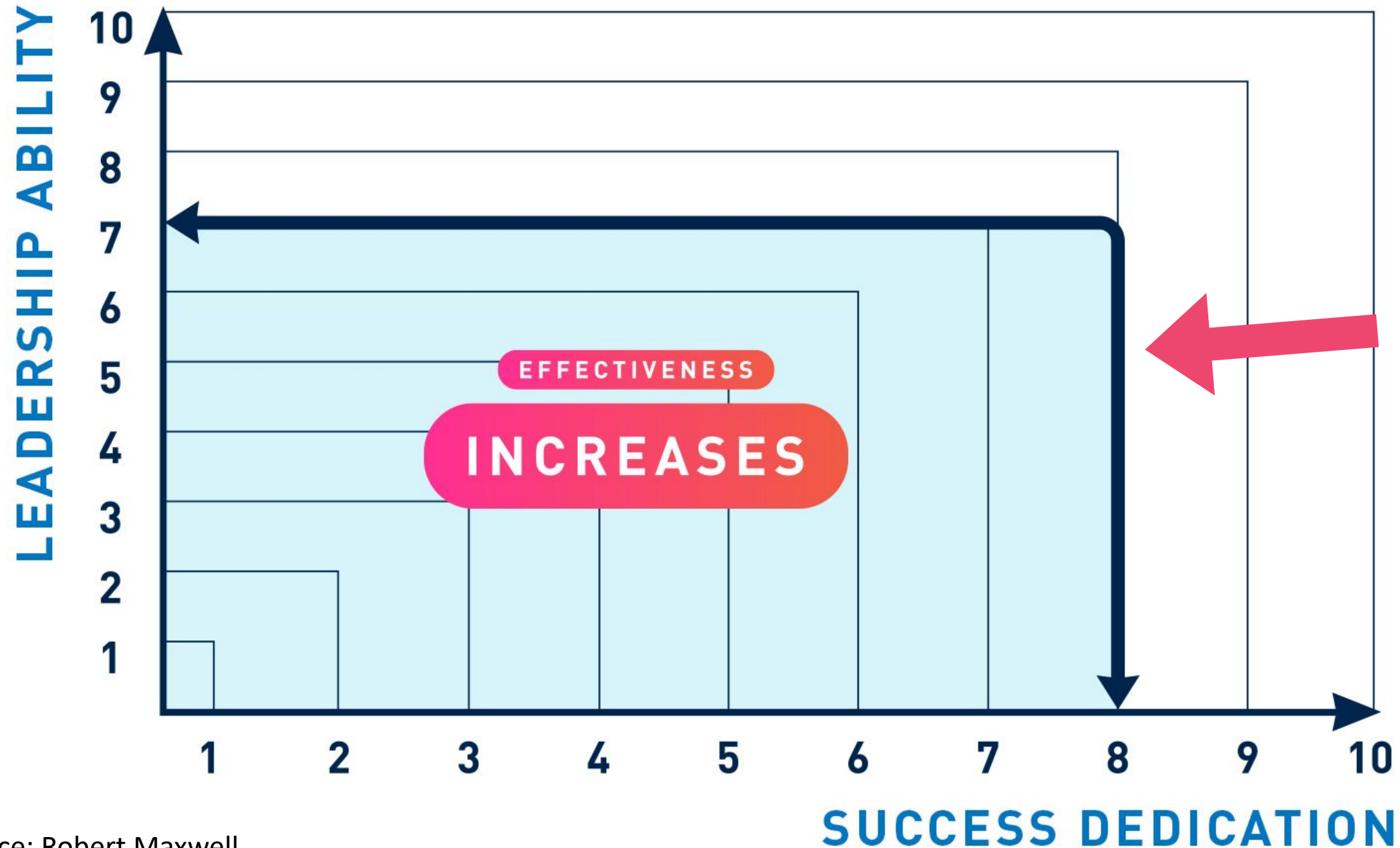
Success Without Good Leadership



Success Without Good Leadership



Success With Good Leadership



Leveraging
the Power of
a Team

**IT'S A
JOURNEY TO
IMPROVE...**

Who Should Be Doing What



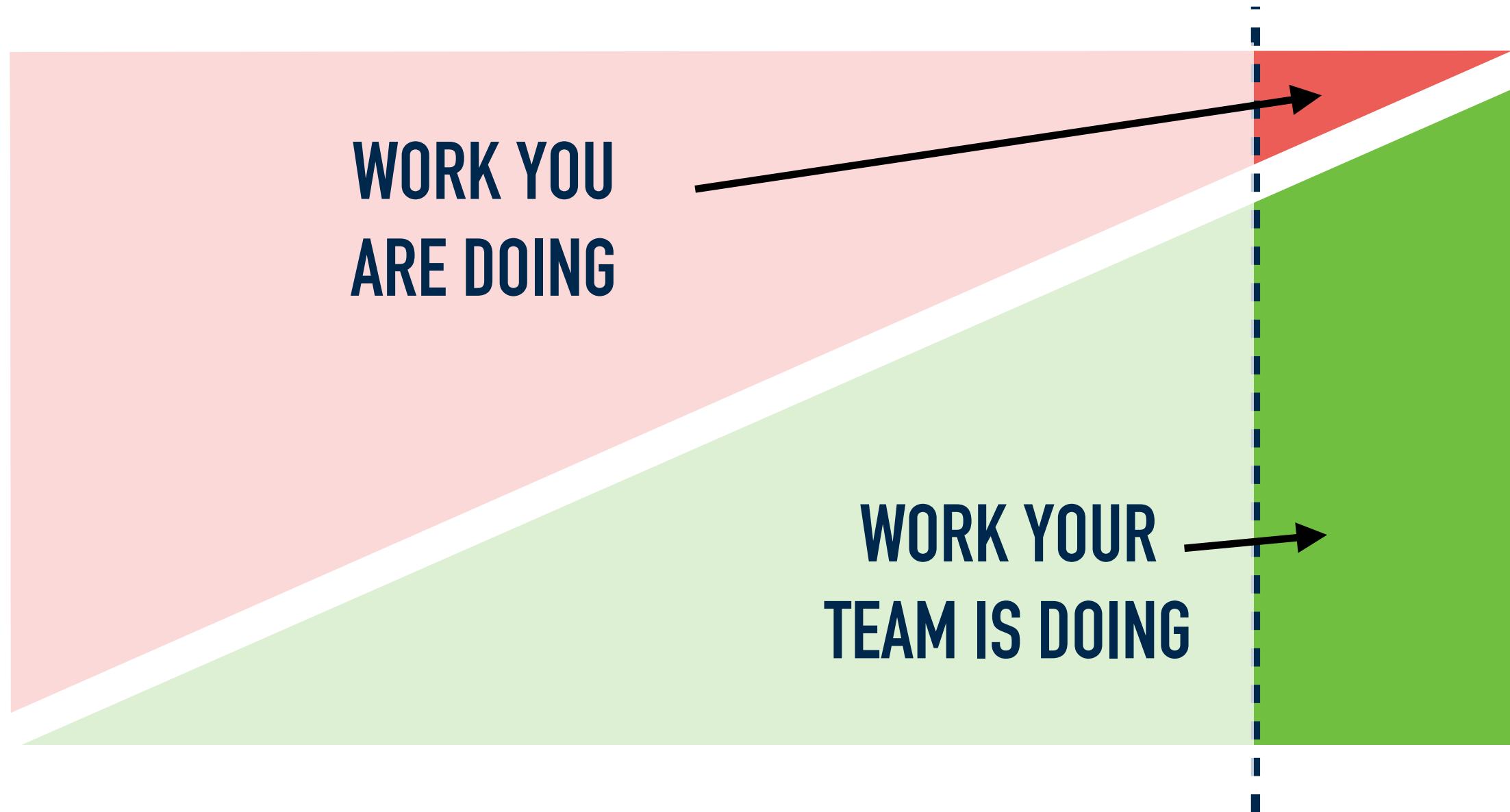
**WORK YOU
ARE DOING**

**WORK YOUR
TEAM IS DOING**

Who Should Be Doing What



Who Should Be Doing What



Power Of A Virtual Assistant & Team



Planning for Hiring a Virtual Assistant

1

Assessing Your Needs

Identify specific tasks or areas where a virtual assistant can provide the most value to your business.

2

Defining Responsibilities

Create a detailed list of tasks and responsibilities to ensure clarity in job expectations.

3

Setting Budget and Parameters

Establish a realistic budget and define the working hours, time zones, and communication expectations.



100 Tasks You Can Have Your VA Do

1. Manage email correspondence with clients and partners.
2. Schedule appointments, classes, and events using calendar software.
3. Respond to inquiries from prospective clients regarding classes, schedules, and fees.
4. Create and update social media posts to promote classes and events.
5. Monitor and respond to messages on social media platforms.
6. Research and book guest instructors or performers for special events.
7. Compile and send out newsletters to clients with updates and promotions.
8. Update the studio's website with new content, class schedules, and pricing information.
9. Coordinate with photographers/videographers for capturing studio events and performances.
10. Organize and maintain client databases and contact lists.
11. Assist with the creation and distribution of marketing materials such as flyers and brochures.
12. Handle billing and invoicing for classes, workshops, and merchandise.
13. Process payments and manage accounts receivable.
14. Conduct market research to identify trends and opportunities for growth.
15. Assist with the recruitment and hiring of new instructors and staff.
16. Coordinate with suppliers to order dancewear, equipment, and other supplies.
17. Research and apply for grants or sponsorships to support studio programs.
18. Track attendance and performance metrics for classes and events.
19. Coordinate and manage studio rentals for rehearsals, workshops, or private events.
20. Assist with the development and implementation of studio policies and procedures.
21. Coordinate costume fittings and orders for performances and recitals.
22. Manage inventory of costumes, props, and other studio resources.
23. Coordinate transportation and logistics for off-site performances or competitions.
24. Assist with event planning and coordination for recitals, showcases, or competitions.
25. Monitor and update online listings and directories for the studio.
26. Coordinate with local schools or community centers for outreach programs.
27. Assist with the development and implementation of fundraising campaigns.
28. Coordinate volunteer opportunities for parents or community members.
29. Research and apply for performance opportunities at festivals or community events.
30. Assist with the creation and distribution of press releases and media kits.
31. Monitor and track reviews and feedback on online review sites.
32. Coordinate with graphic designers or printers for promotional materials.
33. Organize and maintain a digital library of choreography and music for classes.
34. Coordinate costume alterations and repairs as needed.
35. Assist with the setup and teardown of studio spaces for classes and events.
36. Manage contracts and agreements with instructors, performers, and vendors.
37. Assist with the development and implementation of safety protocols and procedures.
38. Coordinate with IT support for troubleshooting technical issues with studio equipment or software.
39. Research and recommend new software or tools to improve studio operations.
40. Assist with the creation and distribution of surveys to gather feedback from clients.
41. Coordinate with cleaning services for regular maintenance of studio spaces.
42. Assist with the organization and implementation of studio-wide events such as open houses or themed weeks.
43. Monitor and respond to online forums or groups related to dance education and performance.
44. Coordinate with local businesses for cross-promotional opportunities.
45. Assist with the creation and management of referral programs for clients.
46. Coordinate with local media outlets for coverage of studio events and performances.
47. Assist with the creation and execution of fundraising events or campaigns.
48. Coordinate with travel agencies for booking accommodations for out-of-town performances or competitions.
49. Assist with grant writing and reporting for funding organizations.
50. Coordinate with insurance providers to ensure adequate coverage for studio activities.
51. Assist with the development and implementation of diversity and inclusion initiatives.
52. Coordinate with legal counsel for reviewing contracts and agreements.
53. Assist with the development and implementation of online classes or workshops.
54. Coordinate with web developers for updates and maintenance of the studio's website.
55. Assist with the creation and execution of promotional campaigns for class registration.
56. Coordinate with videographers for filming and editing promotional videos for the studio.
57. Assist with the creation and management of online forums or communities for studio members.
58. Coordinate with nutritionists or wellness professionals for workshops or seminars at the studio.
59. Assist with the development and implementation of mentorship programs for students.

100 Tasks You Can Have Your VA Do

60. Coordinate with translators for translating materials or communications for non-English speaking clients.
61. Assist with the development and implementation of scholarship programs for students in need.
62. Coordinate with event planners for organizing studio-wide celebrations or galas.
63. Assist with the creation and distribution of surveys to gather feedback from staff and instructors.
64. Coordinate with musicians or composers for creating original music for performances.
65. Assist with the development and implementation of online ticketing systems for events.
66. Coordinate with event venues for booking spaces for performances or showcases.
67. Assist with the creation and distribution of certificates or awards for student achievements.
68. Coordinate with costume designers for creating custom costumes for performances.
69. Assist with the development and implementation of virtual reality experiences for dance education.
70. Coordinate with health professionals for providing injury prevention workshops for dancers.
71. Assist with the creation and distribution of educational materials for dance students.
72. Coordinate with photographers for organizing photo shoots for promotional materials.
73. Assist with the development and implementation of internship programs for students.
74. Coordinate with catering services for providing refreshments at studio events.
75. Assist with the creation and distribution of surveys to gather feedback from the community.
76. Coordinate with transportation services for arranging group travel for performances.
77. Assist with the creation and distribution of instructional videos for dance techniques.
78. Coordinate with costume rental companies for sourcing costumes for performances.
79. Assist with the development and implementation of online forums for alumni networking.
80. Coordinate with financial advisors for providing workshops on financial literacy for dancers.
81. Assist with the creation and distribution of merchandise for sale at the studio.
82. Coordinate with travel agencies for organizing dance retreats or workshops.
83. Assist with the development and implementation of mindfulness programs for dancers.
84. Coordinate with costume makeup artists for providing makeup services for performances.
85. Assist with the creation and distribution of surveys to gather feedback from parents.
86. Coordinate with graphic designers for creating promotional materials for studio events.
87. Assist with the development and implementation of virtual reality performances.
88. Coordinate with translators for providing multilingual classes or workshops.
89. Assist with the creation and distribution of lesson plans for instructors.
90. Coordinate with event planners for organizing studio anniversary celebrations.
91. Assist with the development and implementation of continuing education programs for instructors.
92. Coordinate with photographers for creating portfolios for dance students.
93. Assist with the creation and distribution of surveys to gather feedback from instructors.
94. Coordinate with costume seamstresses for making alterations to costumes.
95. Assist with the development and implementation of dance therapy programs.
96. Coordinate with event planners for organizing studio holiday parties.
97. Assist with the creation and distribution of surveys to gather feedback from alumni.
98. Coordinate with graphic designers for creating logos or branding materials.
99. Assist with the development and implementation of online dance competitions.
100. Coordinate with videographers for creating video tutorials for dance techniques.

THE ULTIMATE VA TASK CHECKLIST™

160 Tasks That Can and Should Be Outsourced to Virtual Assistants

Calendar Management		Not Now	Yes Now	System Built
1	If requested, schedule meetings with people and put in manager's diary			
2	If requested, reconfirm manager's appointments 24 hours before meeting			
3	Look 2 weeks ahead and ensure meeting details are in the diary			
4	If the meeting is off-site, block the travel time and link to map			
5	After meetings, ask if notes are needed and if so put into CRM			
6	If requested, book meeting room and add details in manager's diary			
7	If requested, make restaurants bookings and put in manager's diary			
8	If requested, book accommodation and put in manager's diary			
9	If requested, book flights and add details in manager's diary			
10	Put staff birthdays in a calendar and remind manager as requested			

Admin Tasks		Not Now	Yes Now	System Built
11	When you learn anything new, make a system in Google Sites			
12	Work with manager to help them document systems in Google Sites			
13	When trained, take systems and turn them into 1-page flowcharts			
14	If requested, attend meetings with manager and take meeting minutes			

GO TO...

wrkpod.com/checklist

Identifying the Right Candidate

1 Experience and Skills

Look for relevant experience and skills that align with your business needs and culture.

2 Communication Abilities

Assess the candidate's communication skills, as virtual assistants must excel in remote communication.

3 Problem-solving Capacity

Evaluate their ability to handle challenges independently and find effective solutions.



Training the Virtual Assistant

Onboarding Process

Develop a structured onboarding process to familiarize the virtual assistant with your studio operations.

Create training materials, conduct orientation sessions, and set clear expectations.

Establish regular check-ins to ensure the assistant feels supported and confident in their role.

Task-Specific Training

Provide detailed training on specific tasks and tools required for the role.

Offer access to resources, tutorials, and support materials to aid their skill development.



REMINDER: Use Inner Circle trainings to train your Visual Assistant!

Effective Mentoring Techniques

Regular Feedback Loop

Establish a culture of open communication, where feedback is exchanged regularly to promote growth.

Encouragement and Support

Provide encouragement, acknowledgement, and support to cultivate a positive and inspiring work environment.

Career Development Opportunities

Discuss career goals and provide opportunities for further skill enhancement and personal development.



Delegating Tasks and Responsibilities

1

Effective Task Allocation

Assign tasks based on the assistant's strengths and interests to optimize productivity and job satisfaction.

2

Clarifying Expectations

Provide clear guidelines and instructions for each task and establish consistent reporting methods.

3

Encouraging Autonomy

Empower the assistant to make decisions and take independent initiative within their scope of responsibilities.





Communication and Feedback Strategies

1

Establishing Clear Communication Channels

Set up reliable forms of communication such as video calls, messaging apps, and project management tools.

2

Real-time Availability

Address the virtual assistant's questions promptly to ensure smooth workflow and prevent bottlenecks.

3

Constructive Feedback Culture

Provide constructive feedback, highlighting areas of improvement and recognizing achievements.



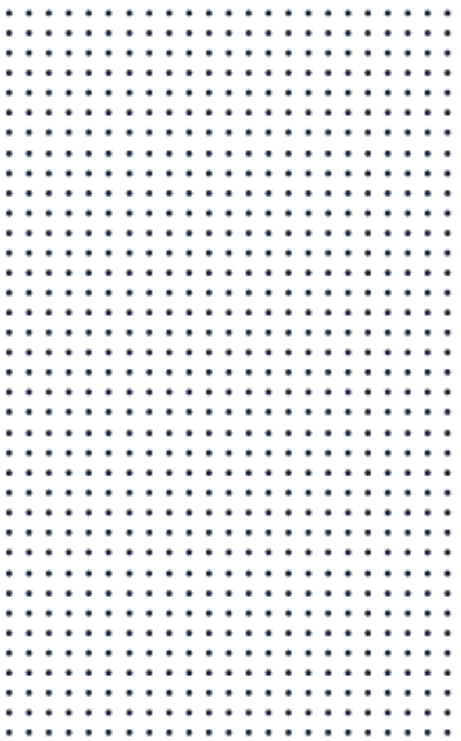
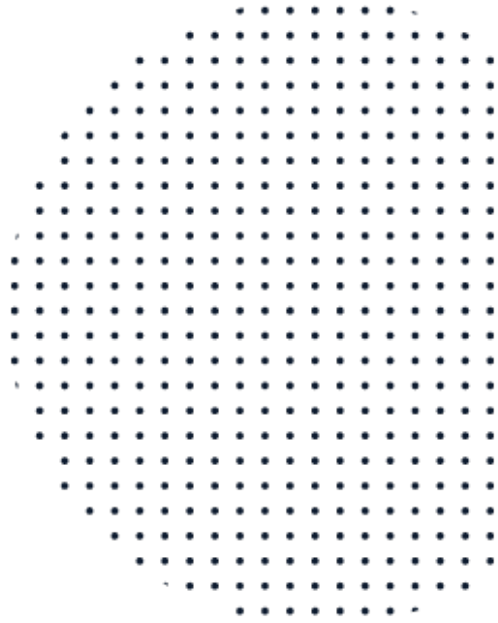
How To Get Help!?



wrkpod

**THEY CAN HELP
YOU FIND, TRAIN &
MANAGE YOUR
INTERNATIONAL
TEAM**

Recruitment & Desk Rental

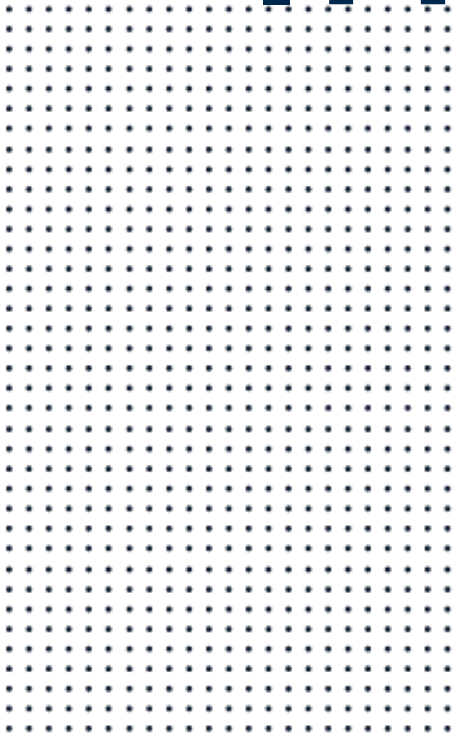


What they do for Recruitment

- Work with you to choose the right job description
- Advertise your role on job boards & all socials
- Go through hundreds of resumes to find the best
- Film video interviews with Top 3 candidates
- Arrange Zoom interviews with your Top 2
- Help you negotiate their salary & starting date
- Make the Offer & Draw Up Contracts, etc



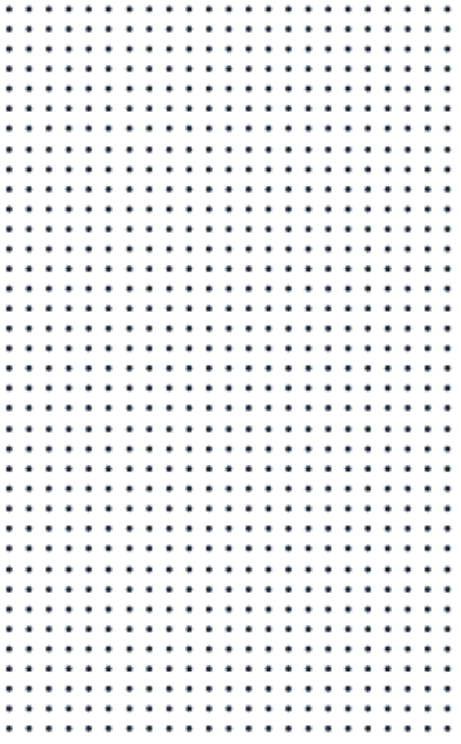
Inner Circle Members



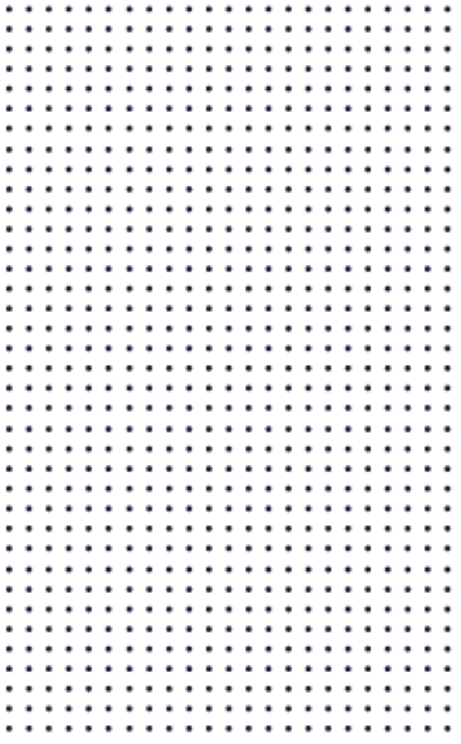
ONLY US\$695

What does the Desk Rental Include

- A beautiful office located in the centre of town
- Plenty of space compared to most other BPOs
- High Speed Fibre Optic Internet with back up options
- Full time IT Support if your staff has a computer issue
- Private Meeting Rooms & Phone Booths available
- Onsite Cafe and plenty of food outlets nearby
- Monthly Social Events Called “FRI-YAY Parties”
- Support on the ground for you to scale your team



ONLY US\$68 PW



IC PLACES ARE STRICTLY LIMITED AND BY APPLICATION

They are releasing 80 desks next week



NEXT

WrkPod.com/DSOA



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