

Coaches: What can VOS Team do for you?

VOS Team has worked with many types of coaches and we find we really enjoy the compassion they bring to the business partnership.

We don't ONLY work with coaches but, as the company has evolved, we find more coaches "drawn" to our services and LOVE that we are not only able help them but we are helping them continue to help others.

Coaches have a special set of needs as they deal a lot with people's emotions which means they need a team that is focused on providing the utmost in confidentiality, compassion, and thoroughness.

It takes a special VA Team to take on the task of growing your coaching business while dealing delicately with your clients (as needed) and helping you focus on the future while keeping in line your core beliefs & teachings

What does it mean to work with a VA Team?

Well, the obvious answer is that you have more people in one place to handle all of your project needs. But, really, it's more than that.

Having a Team of VA's means you instantly have "back-up".

-Need your business to look bigger (as in "Fake it till you Make it")? VOS Team can give the impression of an office full of staff.

-Get started on a task and realize you don't have the time to complete it, or learn that "one piece" you don't know how to do? VOS Team can take the reins and finish it up for you with the same level of care & professionalism as if you had completed it personally.

-Have a new idea and not sure how to get it "off the ground"? VOS Team has handled many types of new ideas so we already have the experience and expertise in place to direct you to the most cost-effective & profitable way to go.

So what can we do for you?

So many things but, let's start with a list of the basics.

1. Build you a beautiful website using the Wordpress platform so you are able to make changes yourself (if you prefer)
2. Design your header, footer & banners to complement your business name and core beliefs
3. Logo & Graphic design
4. Proofread your ebook & edit your audio/video to ready for distribution
5. Design your ecover and sales page/squeeze page
6. Facilitate self-published printing of books/cds/dvds either through a printing company or on-demand printer(such as Vervante or Lulu)
7. Set up forms to capture email addresses
8. Send autoresponders & broadcasts to your lists
9. Design your ezine and update it (with your content) on a regular basis
10. Set up a shopping cart
11. Build a membership site and protect member content
12. Set up an affiliate program complete with banners, Tweets, Facebook statuses & emails for affiliates to use
13. Handle all incoming "info" or "support" emails & voicemails. Filtering through the clutter to forward only those you need to address personally.
14. Oversee all work being done by outside contractors to ensure items are completed on time and on budget.
15. Provide full bookkeeping for your growing business to make sure all documents are ready for your CPA at tax time.
16. Set up and maintain your Social Media accounts making sure your branding is uniform across all avenues and that each gets updated regularly to keep your name and company "out there"
17. Coordinate teleseminars/webinars and ensure special guests receive & complete the required paperwork.
18. Prepare materials needed for teleseminars/webinars (ie. Powerpoint presentations, outlines, etc.)
19. Transcription of audio/video
20. Design & compile branded media materials (speaker sheets, interview questions, promotional items, etc.) for download or print & mail
21. Basic SEO to get your site noticed (advanced SEO needs will be hired out to one of our favorite SEO gurus at additional cost)
22. Business card design

23. Article and Press release submissions (original writing of each will be hired out to one of our favorite Copy Writer gurus at additional cost

I could go on and on but I think there is enough listed to give you a good idea of the range of things we can take care of for you.

So what are you waiting for? Haven't you wasted enough of your precious time on working "in" your business? Now is the time to work ON your business.

Contact us today

Many Blessings,

~Christina

Owner of VOS Team