

aractech
Global Learning for Operational Leaders

ADMINISTRATION AND SECRETARIAL | AS-037

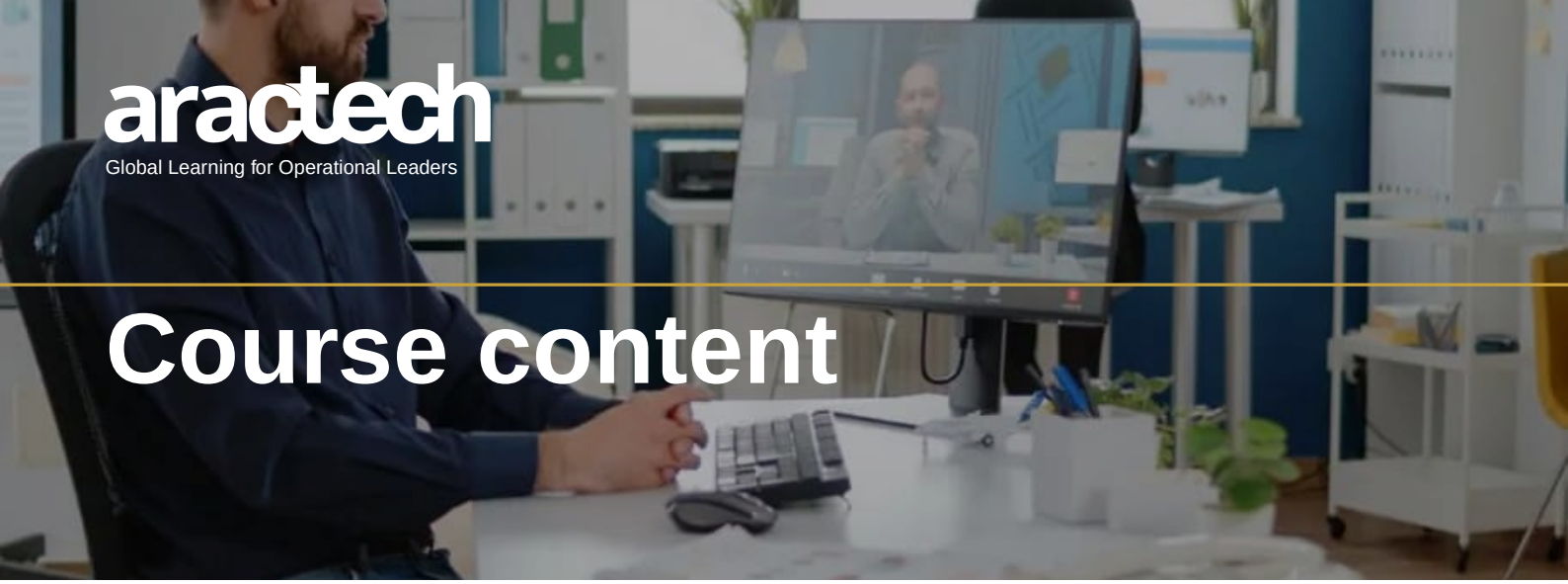
Virtual Assistant and Remote Office Support Skills

Contact

+31 85 7444446
info@aractech.com
https://aractech.com

Address

Waarderweg 50, 2031 BP Haarlem - Netherlands.



aractech
Global Learning for Operational Leaders

Course content

Why Attend

Administrative support is increasingly delivered remotely, whether by in-house assistants working from home, shared support teams serving several locations or independent virtual assistants working with multiple clients. Remote support brings flexibility, but it also demands strong self-management, clear communication and confident use of digital tools.

This Virtual Assistant and Remote Office Support Skills training course develops the skills needed to provide reliable, professional administrative support at a distance. Participants learn how to set up an effective remote workspace, manage diaries, inboxes and documents in the cloud, coordinate virtual meetings, communicate clearly with managers and clients, and maintain security and confidentiality.

Course Methodology

• The course is practical and tool-focused. Participants practise remote calendar and inbox management, cloud document collaboration, virtual meeting coordination and written communication through realistic scenarios. Discussions and case studies address the human side of remote work, including trust, boundaries and motivation.

Course Objectives

• Explain the models and expectations of remote administrative support

• Set up a productive, secure and professional remote workspace

• Manage calendars, inboxes and shared documents using cloud tools

• Plan and coordinate virtual meetings and events

• Communicate clearly and proactively with remote managers and clients

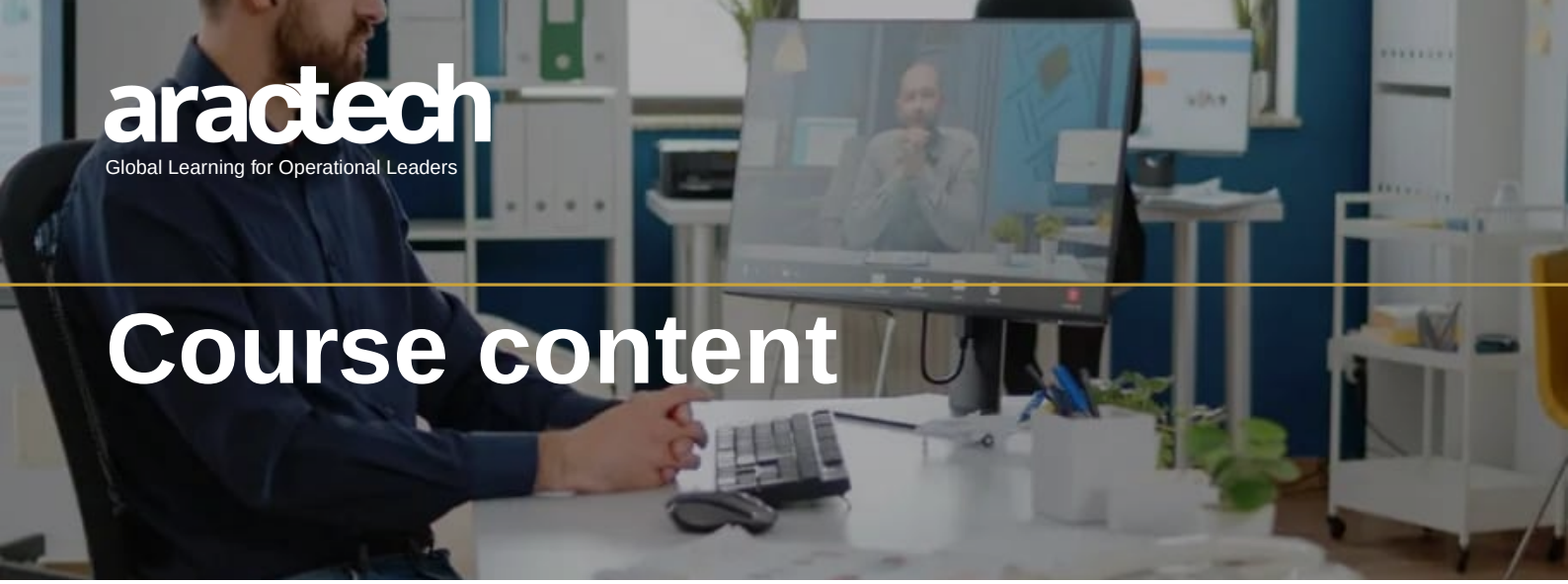
• Protect confidential information when working remotely

Target Audience

• Assistants working remotely or in hybrid arrangements

• Virtual and freelance administrative assistants

• Shared support centre staff

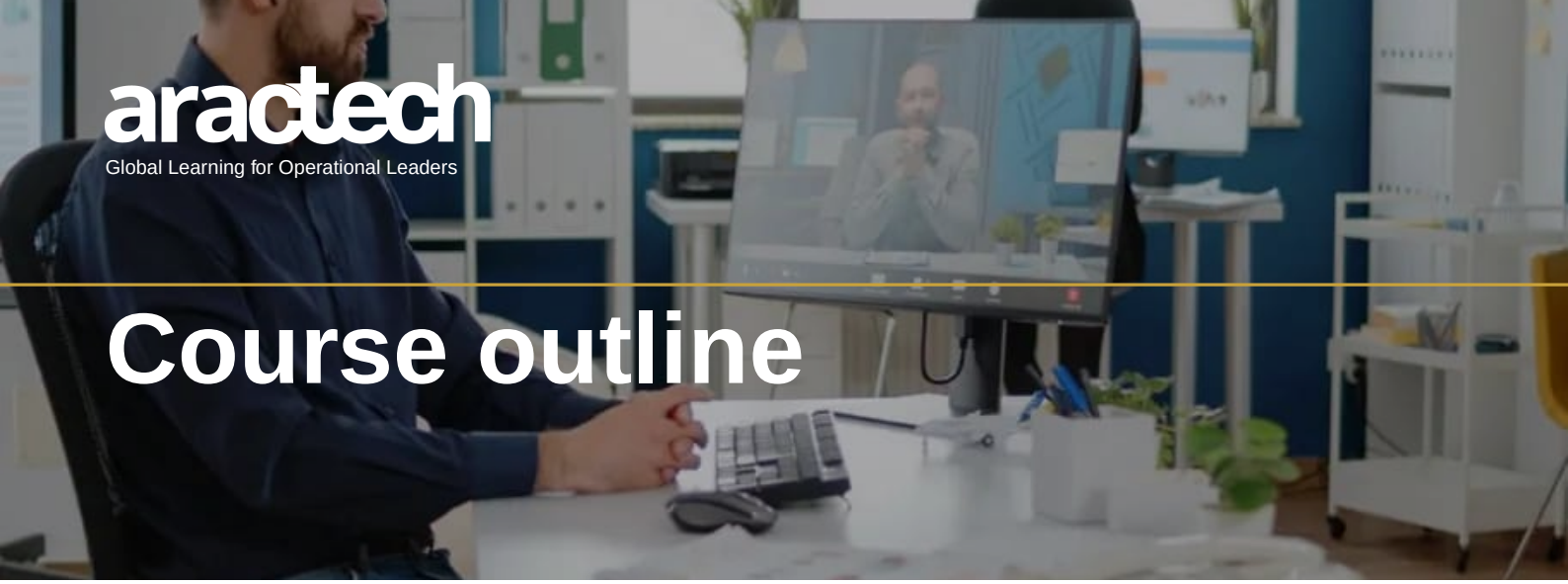


Global Learning for Operational Leaders

Course content

- Office coordinators supporting distributed teams

+31 85 7444446
info@aractech.com
Waarderweg 50, 2031 BP Haarlem - Netherlands.



aractech
Global Learning for Operational Leaders

Course outline

Detailed course outline

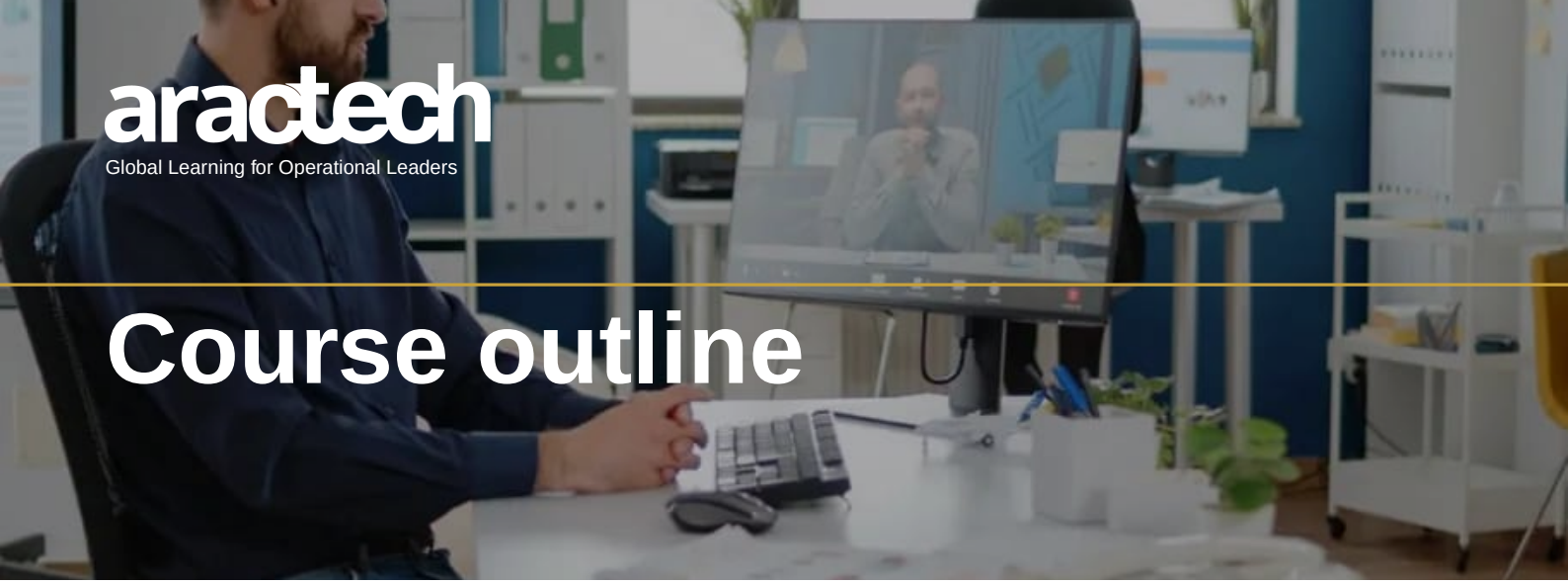
Day-by-day outline for Virtual Assistant and Remote Office Support Skills.

Day 1 - Foundations of Remote Support

- 09:00-09:39 | Remote Support Models: In-house remote, shared services and independent assistants
- 09:39-10:18 | Expectations of Managers and Clients
- 10:18-10:57 | Setting Up a Professional Remote Workspace
- 10:57-11:00 | Essential Technology: Hardware, connectivity and software
- 11:00-11:30 | Coffee break
- 11:30-12:06 | Essential Technology: Hardware, connectivity and software (continued)
- 12:06-12:44 | Working Hours, Availability and Boundaries
- 12:44-13:22 | Self-Assessment: Readiness for remote work
- 13:22-14:00 | Group Discussion: Common challenges of remote assistants

Day 2 - Digital Tools for Remote Administration

- 09:00-09:34 | Cloud Calendars: Scheduling across time zones
- 09:34-10:08 | Inbox Management on Behalf of Others
- 10:08-10:42 | Cloud Storage and Document Collaboration
- 10:42-11:00 | Task and Project Tools for Tracking Requests
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Task and Project Tools for Tracking Requests (continued)
- 11:46-12:20 | Electronic Signatures and Digital Approvals
- 12:20-12:53 | Automation of Routine Tasks
- 12:53-14:00 | Practical Exercise: Managing a remote executive's week



aractech
Global Learning for Operational Leaders

Course outline

Detailed course outline

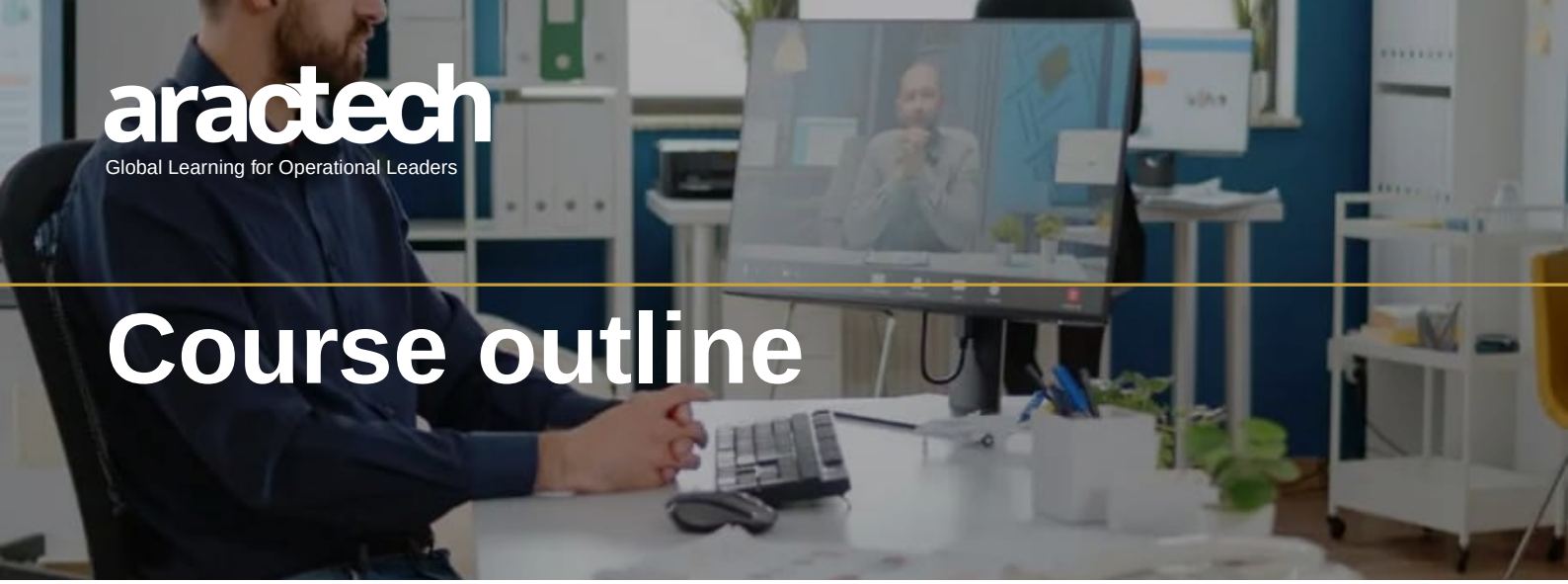
Day-by-day outline for Virtual Assistant and Remote Office Support Skills.

Day 3 - Virtual Meetings and Events

- 09:00-09:34 | Choosing and Setting Up Virtual Meeting Platforms
- 09:34-10:08 | Preparing Agendas, Links and Materials
- 10:08-10:42 | Hosting and Supporting Virtual Meetings Smoothly
- 10:42-11:00 | Hybrid Meeting Coordination for Remote and In-Room Participants
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Hybrid Meeting Coordination for Remote and In-Room Participants (continued)
- 11:46-12:20 | Recording, Minutes and Follow-Up Actions
- 12:20-12:53 | Troubleshooting Common Technical Problems
- 12:53-14:00 | Simulation: Coordinating a virtual board meeting

Day 4 - Communication and Security

- 09:00-09:34 | Proactive Communication: Status updates and daily summaries
- 09:34-10:08 | Writing Clearly When Context Is Missing
- 10:08-10:42 | Choosing the Right Channel: Email, chat, phone or video
- 10:42-11:00 | Confidentiality at Home: Screens, documents and conversations
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Confidentiality at Home: Screens, documents and conversations (continued)
- 11:46-12:20 | Cyber Security Basics: Phishing, passwords and secure networks
- 12:20-12:53 | Handling Sensitive Requests Remotely
- 12:53-14:00 | Workshop: Writing a weekly update for a remote manager



aractech
Global Learning for Operational Leaders

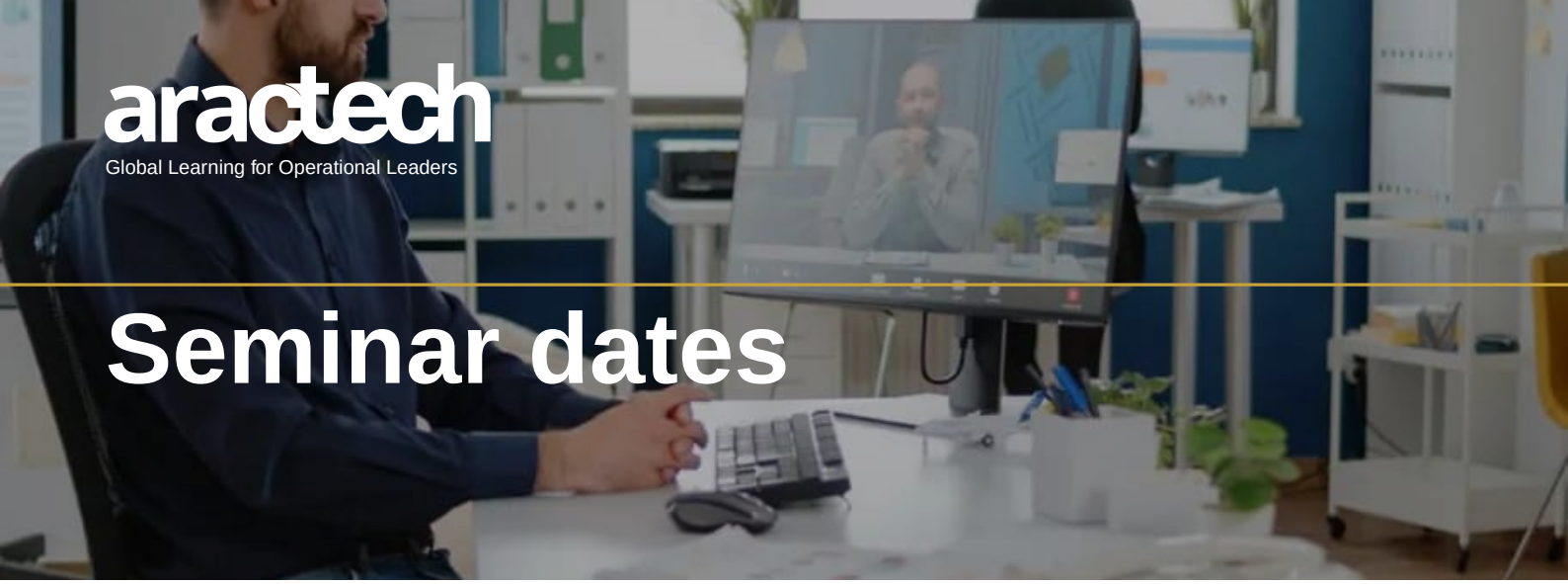
Course outline

Detailed course outline

Day-by-day outline for Virtual Assistant and Remote Office Support Skills.

Day 5 - Productivity and Professional Relationships

- 09:00-09:30 | Daily Routines and Focus Strategies for Remote Work
- 09:30-10:00 | Supporting Multiple Clients or Managers Fairly
- 10:00-10:30 | Service Agreements, Time Tracking and Reporting
- 10:30-11:00 | Building Trust Without Face-to-Face Contact
- 11:00-11:30 | Coffee break
- 11:30-12:00 | Building Trust Without Face-to-Face Contact (continued)
- 12:00-12:30 | Avoiding Isolation and Maintaining Wellbeing
- 12:30-13:00 | Personal Action Plan: Remote support improvements
- 13:00-14:00 | Final Exercise: Presenting a remote support service plan



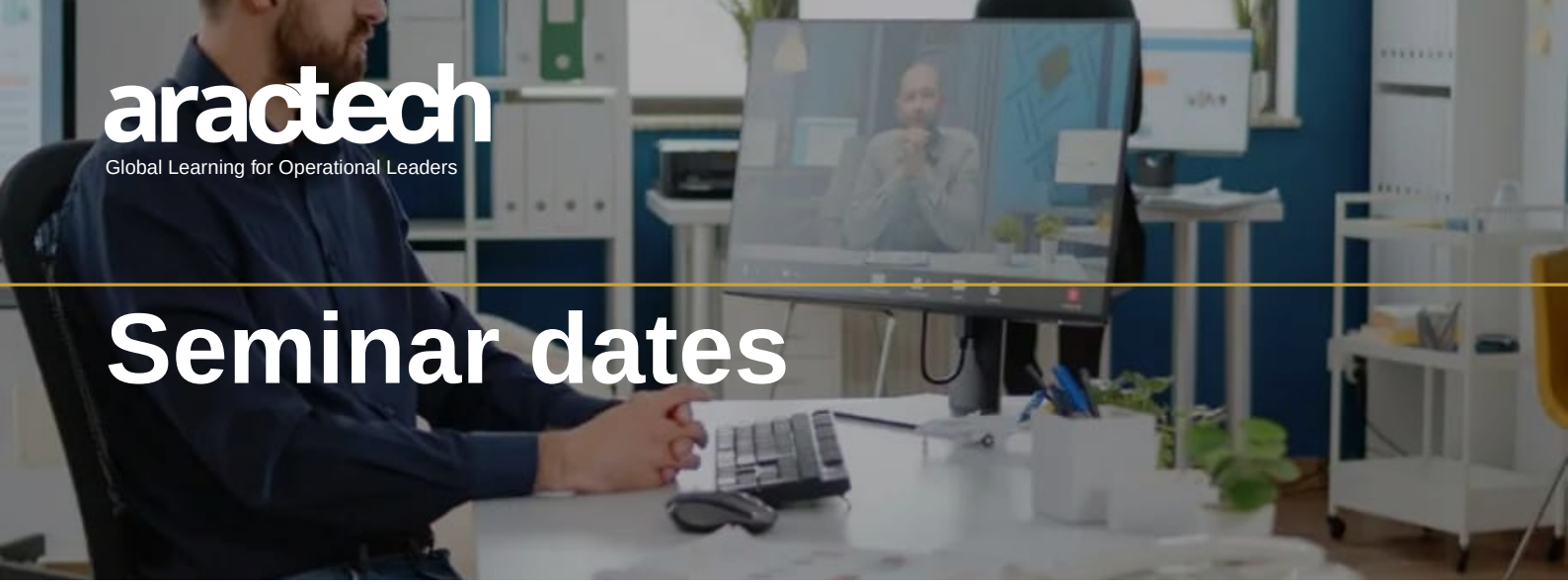
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Virtual Assistant and Remote Office Support Skills generated from the course details page.

Date	Location	Format	Fee
14 - 18 December 2026	London	Classroom	**€2,915**
21 - 25 December 2026	Barcelona	Classroom	**€2,275**
7 - 11 December 2026	Frankfurt	Classroom	**€2,175**
11 - 15 January 2027	London	Classroom	**€2,915**
18 - 22 January 2027	Barcelona	Classroom	**€2,275**
25 - 29 January 2027	Frankfurt	Classroom	**€2,175**
4 - 8 January 2027	Paris	Classroom	**€2,810**
15 - 19 February 2027	London	Classroom	**€2,915**
22 - 26 February 2027	Barcelona	Classroom	**€2,275**
1 - 5 February 2027	Frankfurt	Classroom	**€2,175**



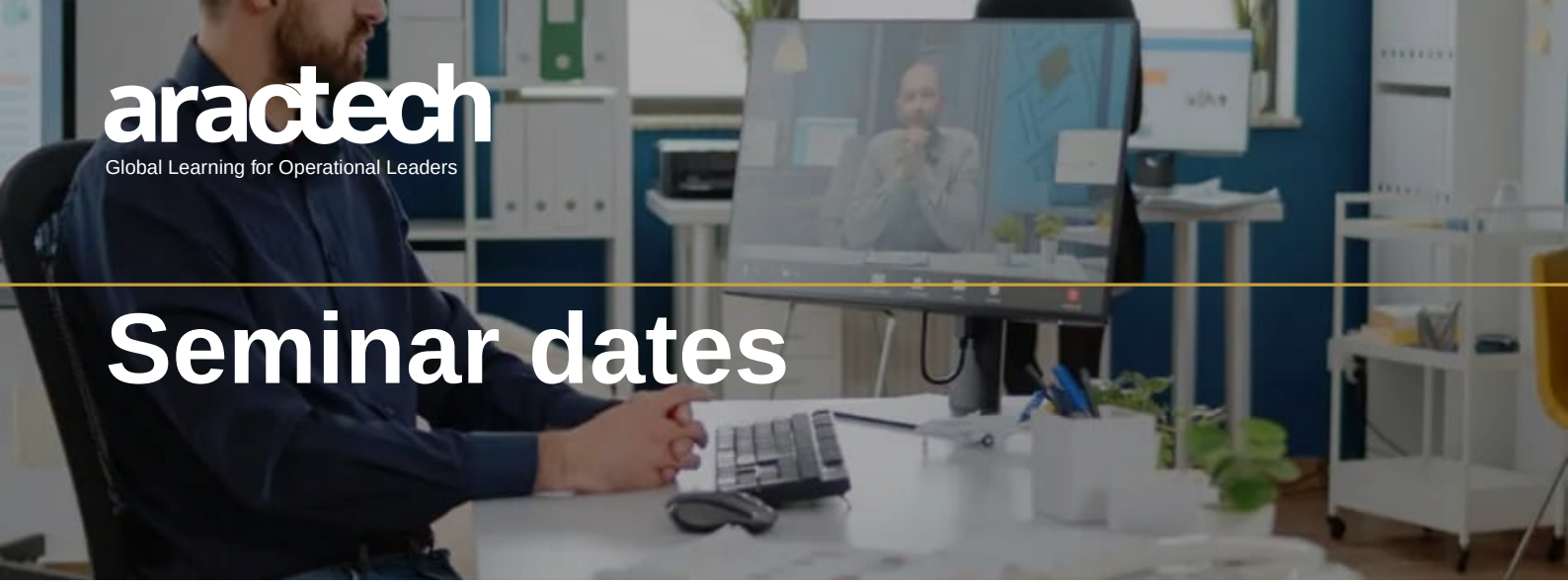
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Virtual Assistant and Remote Office Support Skills generated from the course details page.

Date	Location	Format	Fee
8 - 12 February 2027	Rome	Classroom	**€2,830**
22 - 26 March 2027	London	Classroom	**€2,915**
1 - 5 March 2027	Barcelona	Classroom	**€2,275**
8 - 12 March 2027	Frankfurt	Classroom	**€2,175**
15 - 19 March 2027	Vienna	Classroom	**€3,425**
5 - 9 April 2027	London	Classroom	**€2,915**
12 - 16 April 2027	Barcelona	Classroom	**€2,275**
19 - 23 April 2027	Frankfurt	Classroom	**€2,175**
26 - 30 April 2027	Amsterdam	Classroom	**€3,215**
10 - 14 May 2027	London	Classroom	**€2,915**



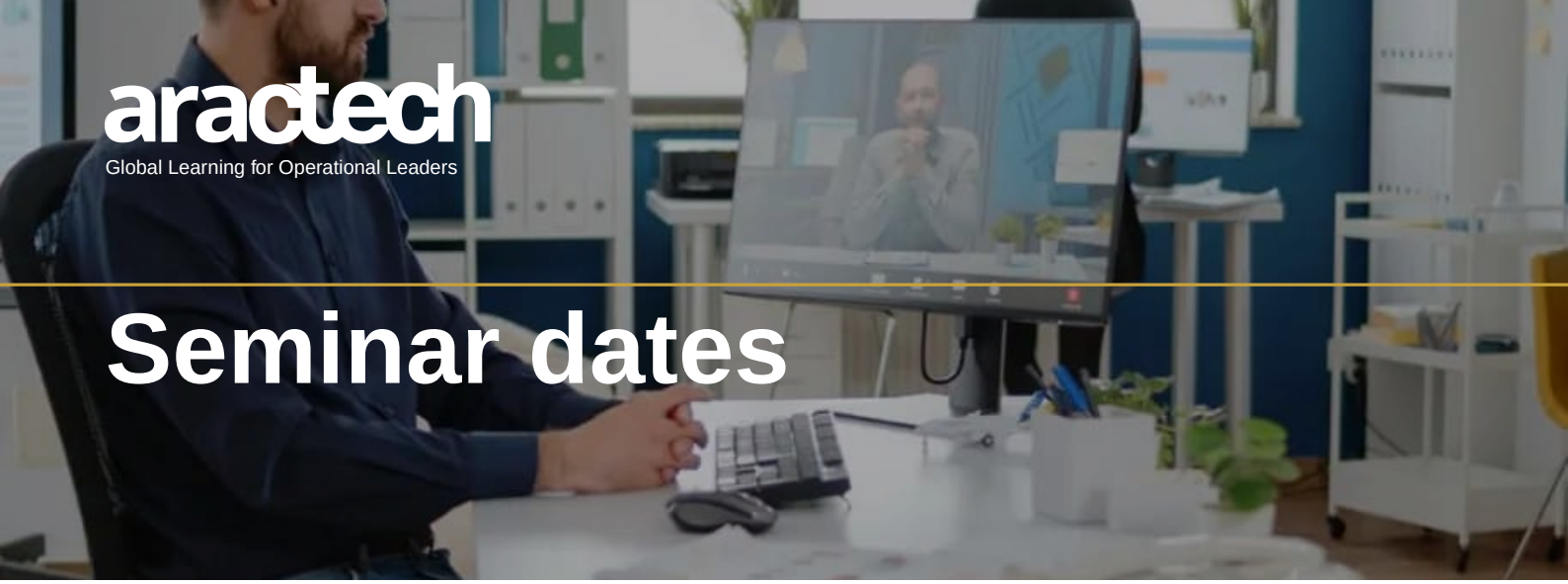
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Virtual Assistant and Remote Office Support Skills generated from the course details page.

Date	Location	Format	Fee
17 - 21 May 2027	Barcelona	Classroom	**€2,275**
24 - 28 May 2027	Frankfurt	Classroom	**€2,175**
3 - 7 May 2027	Cape Town	Classroom	**€1,825**
14 - 18 June 2027	London	Classroom	**€2,915**
21 - 25 June 2027	Barcelona	Classroom	**€2,275**
7 - 11 June 2027	Frankfurt	Classroom	**€2,175**
26 - 30 July 2027	London	Classroom	**€2,915**
5 - 9 July 2027	Barcelona	Classroom	**€2,275**
12 - 16 July 2027	Frankfurt	Classroom	**€2,175**
19 - 23 July 2027	Geneva	Classroom	**€3,315**



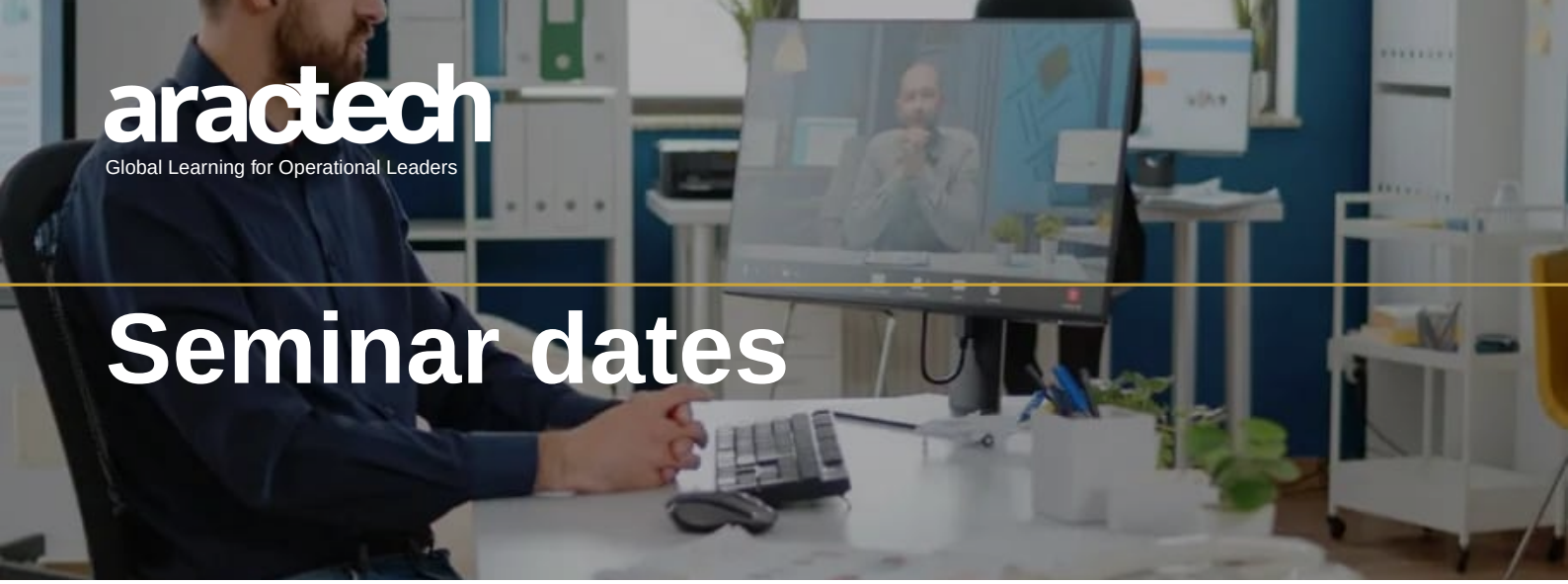
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Virtual Assistant and Remote Office Support Skills generated from the course details page.

Date	Location	Format	Fee
2 - 6 August 2027	London	Classroom	**€2,915**
9 - 13 August 2027	Barcelona	Classroom	**€2,275**
16 - 20 August 2027	Frankfurt	Classroom	**€2,175**
23 - 27 August 2027	Istanbul	Classroom	**€2,825**
13 - 17 September 2027	London	Classroom	**€2,915**
20 - 24 September 2027	Barcelona	Classroom	**€2,275**
6 - 10 September 2027	Frankfurt	Classroom	**€2,175**
18 - 22 October 2027	London	Classroom	**€2,915**
25 - 29 October 2027	Barcelona	Classroom	**€2,275**
4 - 8 October 2027	Frankfurt	Classroom	**€2,175**



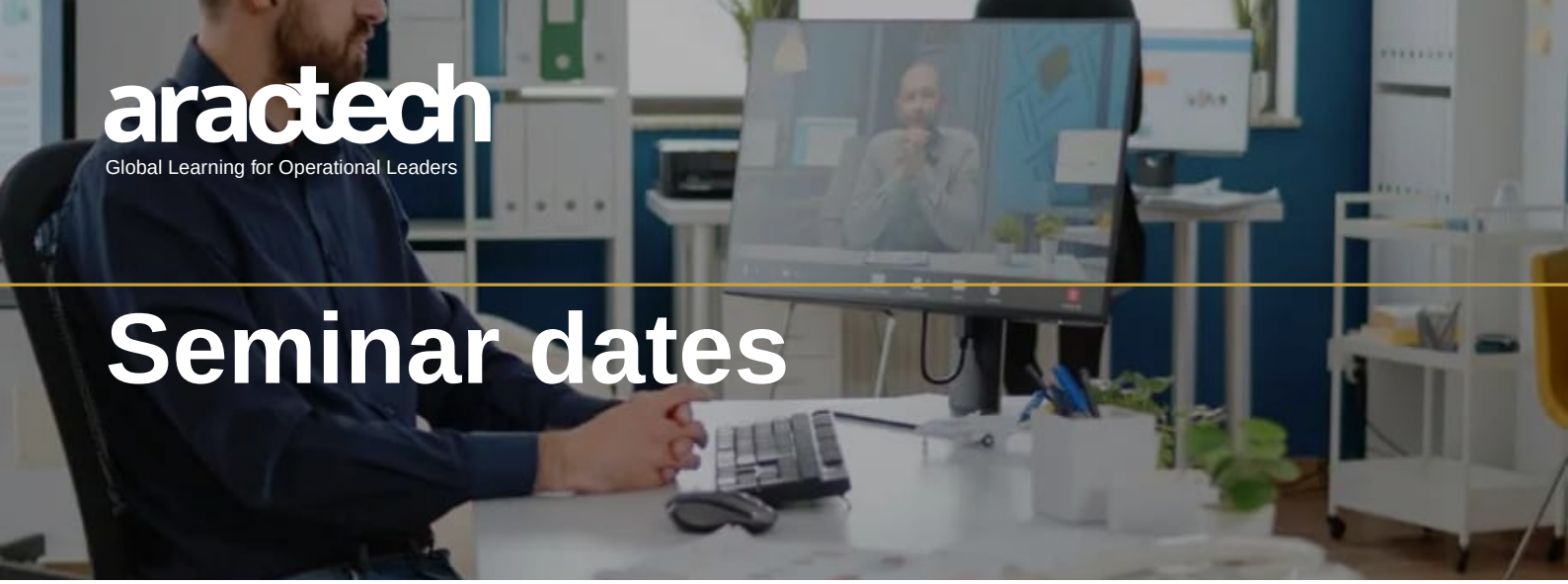
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Virtual Assistant and Remote Office Support Skills generated from the course details page.

Date	Location	Format	Fee
11 - 15 October 2027	Madrid	Classroom	**€3,400**
22 - 26 November 2027	London	Classroom	**€2,915**
1 - 5 November 2027	Barcelona	Classroom	**€2,275**
8 - 12 November 2027	Frankfurt	Classroom	**€2,175**
15 - 19 November 2027	Munich	Classroom	**€2,425**
6 - 10 December 2027	London	Classroom	**€2,915**
13 - 17 December 2027	Barcelona	Classroom	**€2,275**
20 - 24 December 2027	Frankfurt	Classroom	**€2,175**
27 - 31 December 2027	Paris	Classroom	**€2,810**
14 - 18 December 2026	Online / Live	Online / Live	**€1,625**



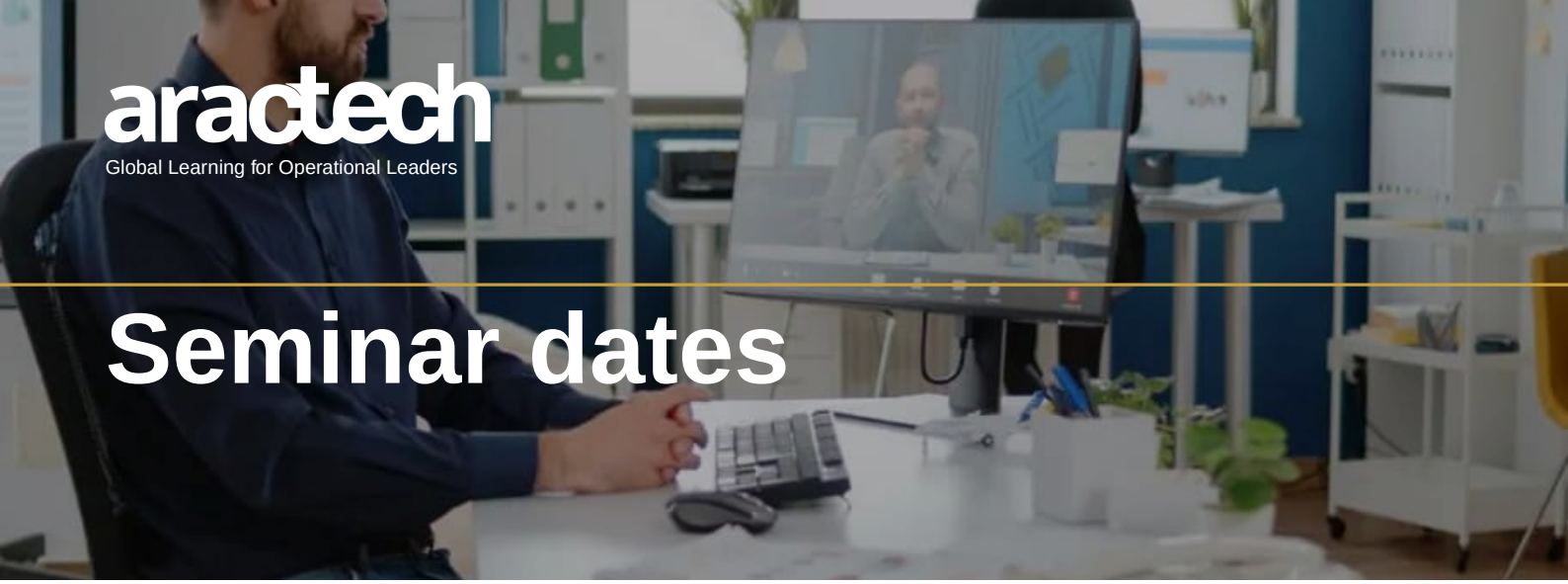
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Virtual Assistant and Remote Office Support Skills generated from the course details page.

Date	Location	Format	Fee
21 - 25 December 2026	Online / Live	Online / Live	**€1,625**
7 - 11 December 2026	Online / Live	Online / Live	**€1,625**
11 - 15 January 2027	Online / Live	Online / Live	**€1,625**
18 - 22 January 2027	Online / Live	Online / Live	**€1,625**
25 - 29 January 2027	Online / Live	Online / Live	**€1,625**
4 - 8 January 2027	Online / Live	Online / Live	**€1,625**
15 - 19 February 2027	Online / Live	Online / Live	**€1,625**
22 - 26 February 2027	Online / Live	Online / Live	**€1,625**
1 - 5 February 2027	Online / Live	Online / Live	**€1,625**
8 - 12 February 2027	Online / Live	Online / Live	**€1,625**



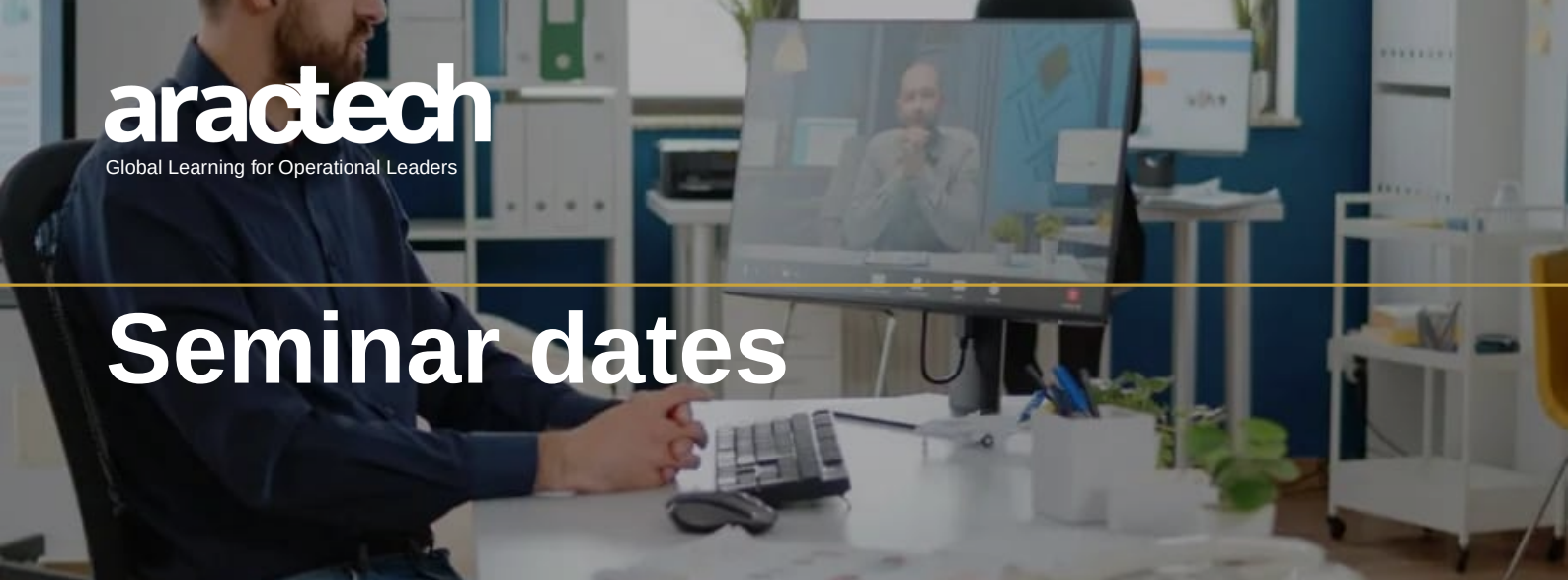
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Virtual Assistant and Remote Office Support Skills generated from the course details page.

Date	Location	Format	Fee
22 - 26 March 2027	Online / Live	Online / Live	**€1,625**
1 - 5 March 2027	Online / Live	Online / Live	**€1,625**
8 - 12 March 2027	Online / Live	Online / Live	**€1,625**
15 - 19 March 2027	Online / Live	Online / Live	**€1,625**
5 - 9 April 2027	Online / Live	Online / Live	**€1,625**
12 - 16 April 2027	Online / Live	Online / Live	**€1,625**
19 - 23 April 2027	Online / Live	Online / Live	**€1,625**
26 - 30 April 2027	Online / Live	Online / Live	**€1,625**
10 - 14 May 2027	Online / Live	Online / Live	**€1,625**
17 - 21 May 2027	Online / Live	Online / Live	**€1,625**



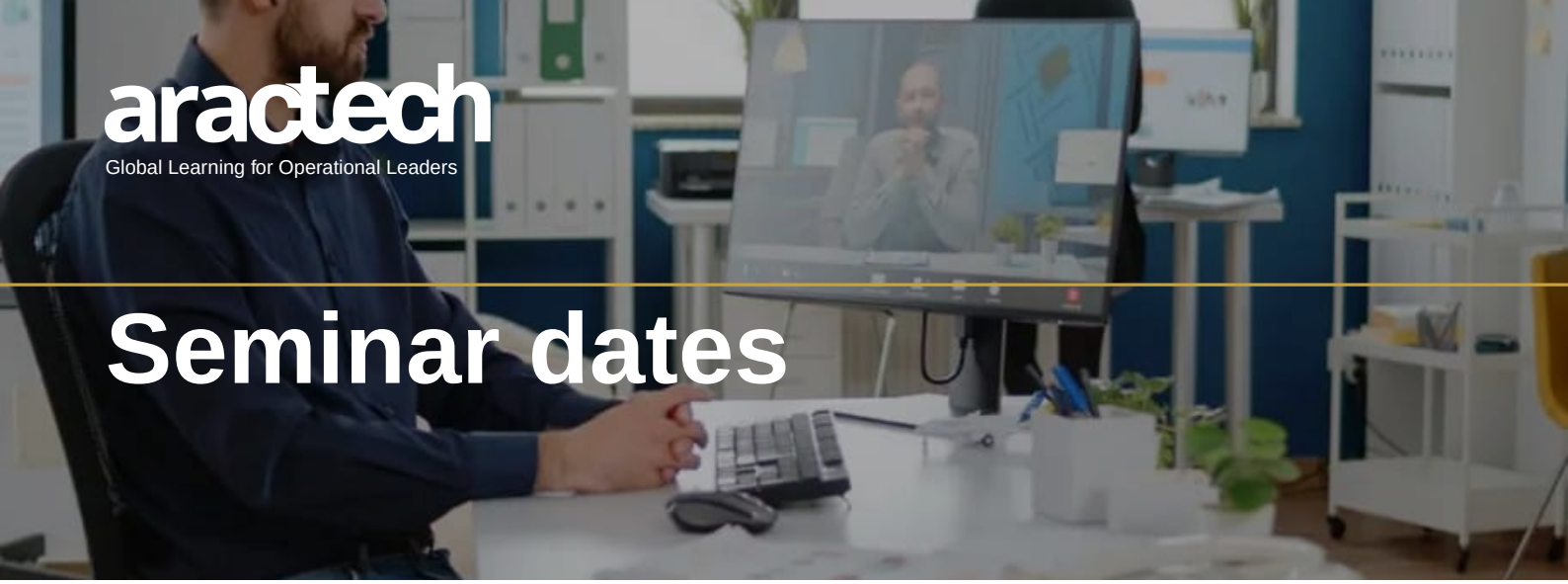
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Virtual Assistant and Remote Office Support Skills generated from the course details page.

Date	Location	Format	Fee
24 - 28 May 2027	Online / Live	Online / Live	**€1,625**
3 - 7 May 2027	Online / Live	Online / Live	**€1,625**
14 - 18 June 2027	Online / Live	Online / Live	**€1,625**
21 - 25 June 2027	Online / Live	Online / Live	**€1,625**
7 - 11 June 2027	Online / Live	Online / Live	**€1,625**
26 - 30 July 2027	Online / Live	Online / Live	**€1,625**
5 - 9 July 2027	Online / Live	Online / Live	**€1,625**
12 - 16 July 2027	Online / Live	Online / Live	**€1,625**
19 - 23 July 2027	Online / Live	Online / Live	**€1,625**
2 - 6 August 2027	Online / Live	Online / Live	**€1,625**



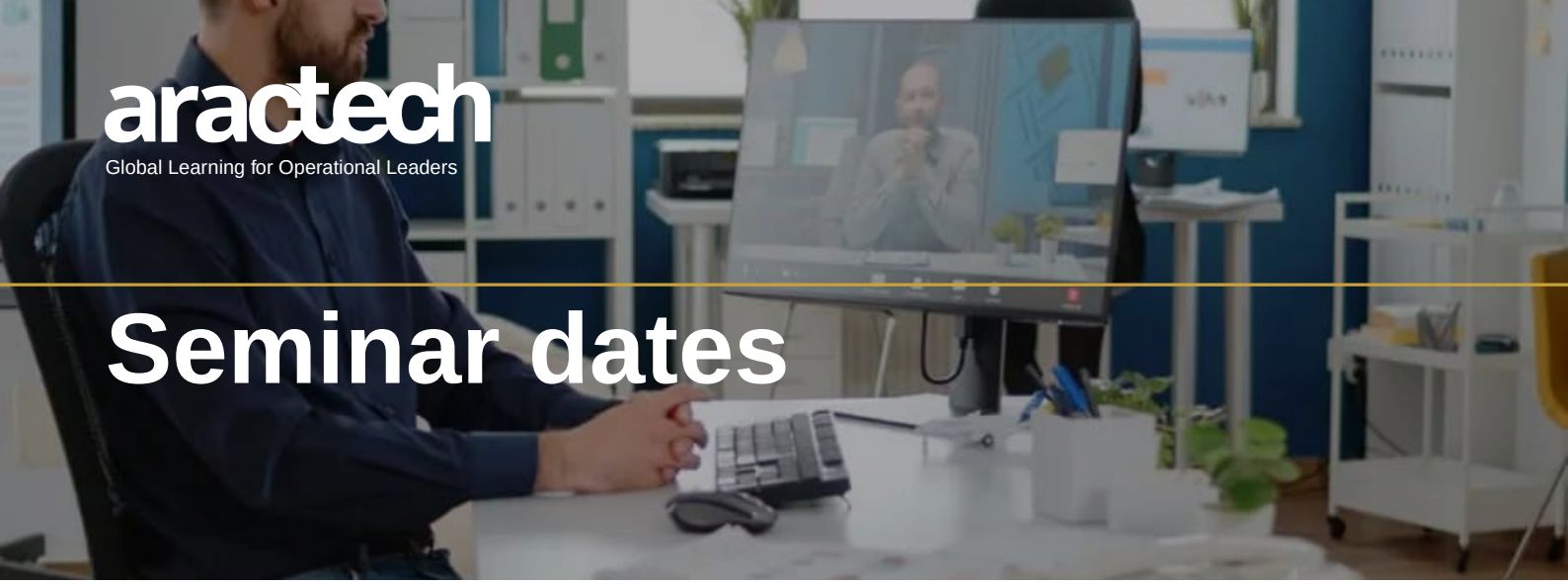
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Virtual Assistant and Remote Office Support Skills generated from the course details page.

Date	Location	Format	Fee
9 - 13 August 2027	Online / Live	Online / Live	**€1,625**
16 - 20 August 2027	Online / Live	Online / Live	**€1,625**
23 - 27 August 2027	Online / Live	Online / Live	**€1,625**
13 - 17 September 2027	Online / Live	Online / Live	**€1,625**
20 - 24 September 2027	Online / Live	Online / Live	**€1,625**
6 - 10 September 2027	Online / Live	Online / Live	**€1,625**
18 - 22 October 2027	Online / Live	Online / Live	**€1,625**
25 - 29 October 2027	Online / Live	Online / Live	**€1,625**
4 - 8 October 2027	Online / Live	Online / Live	**€1,625**
11 - 15 October 2027	Online / Live	Online / Live	**€1,625**



aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Virtual Assistant and Remote Office Support Skills generated from the course details page.

Date	Location	Format	Fee
22 - 26 November 2027	Online / Live	Online / Live	**€1,625**
1 - 5 November 2027	Online / Live	Online / Live	**€1,625**
8 - 12 November 2027	Online / Live	Online / Live	**€1,625**
15 - 19 November 2027	Online / Live	Online / Live	**€1,625**
6 - 10 December 2027	Online / Live	Online / Live	**€1,625**
13 - 17 December 2027	Online / Live	Online / Live	**€1,625**
20 - 24 December 2027	Online / Live	Online / Live	**€1,625**
27 - 31 December 2027	Online / Live	Online / Live	**€1,625**