



THE IMPORTANCE OF BUILDING A STRONG RELATIONSHIP WITH YOUR VIRTUAL ASSISTANT

A virtual assistant is an integral part of your corporate world. Building a strong relationship with your virtual assistant is crucial because they become your second “right hand”.

While you should treat all your employees equally, building a solid relationship with your virtual assistant is necessary.

A virtual assistant becomes your trusted partner, a confidant, and a partner who aids in your growth. There are a lot of goodies that come with a virtual assistant and you need a solid bond to enjoy the benefits.

It doesn't matter whom you're trying to build a strong relationship with, you needs these principles to keep things tight:

- Communication
- Trust
- Mutual understanding
- Respect

And just as you'd want to build a close relationship with your virtual assistant, it might surprise you that most of them love building strong relationships with their clients too.

Building a strong relationship with your virtual assistant requires a collective effort. Let us look at the importance of building a strong relationship with your virtual assistant and the best tips for building a solid relationship with your VA.

Importance of Building a Strong Relationship With Your Virtual Assistant

You need to work with a virtual assistant to increase your productivity, and efficiency and manage time. You're bringing your virtual assistant on board and letting them know all the nuts and bolts of your business.

Therefore, you need someone you can trust with your inner gut, which can only be achieved if both parties have a strong connection.

In the past, secretaries were the closest confidants to their employers. Virtual assistants have become the most trusted as the corporate world evolves because they wear several hats.

Your VA understands your pain, goals, and whatever is going on in your business. So that means that a virtual assistant is your “work wife” or “work husband” because they will only bail out on you once you do.



How To Build a Strong Relationship With Your Virtual Assistant

◦ Communicate Frequently

Communication is vital in any business setting. You cannot have a meaningful relationship with your VA if you don't communicate regularly. Keep it going from the start by communicating via emails or other platforms like Skype, Google Hangout, or even instant messaging.

◦ Be Transparent About Your Business Goals

It's not easy to open up about your business goals and ambitions with someone you don't trust. That is why you need to start by sharing weekly or biweekly business updates so that your VA can see how things run. If you have a client or a supplier you're having problems with, discuss it with VA to foster consistent communication company and the concerned parties.

◦ Think Human

VAs are human beings, so don't treat them like some type of robot. Just as you need to build a relationship with them, they also have the same feeling. Ensure that you keep your relationship as humanly as possible.

◦ Give Realistic Deadlines

Just as we discussed above, VAs are human beings that you must treat respectfully. Ensure that you set realistic goals together with your virtual assistant and put consideration to their needs. Most of these professionals have families and personal matters to attend to, so it's important to discuss these issues from the day go. Clear deadlines create a happier working relationship between you and your VA. Let your virtual assistant know about the deadlines early so that they find an effective way to manage their time and deliver within the set timeline.

◦ Express Your Feelings

Opening up to someone you've not met before might seem hard. You don't have to fear being too open or expressing yourself. A virtual assistant wants to be part of your team and can be trusted. Your virtual assistant will do what you want, but you have to let them know what you expect from them otherwise, they'll not satisfy your needs.

◦ Treat Your Virtual Assistant as a Partner, Not a Regular Employee

A VA is your partner in the journey to success. You must feel comfortable working with someone and let them handle some tasks on your behalf. For that to work perfectly, you must allow your VA to have a say when things seem wrong. Remember, you're working with a professional who has worked with different companies for a long time, and they have the experience needed to advise or contribute to matters when the need arises.

◦ Sign a Written Contract

You need to put all your terms and agreements in writing. You need to clarify the payment terms and working hours in your contract. You also need to come up with terms and conditions that you're both comfortable and happy with. If something seems odd about the contract, you can discuss it before you start working together so that you can resolve things.