

WEEKLY ASSIGNMENTS

NAME: HireLiving, Inc.

MONTH: Month

YEAR: 2017

MON: Date

TUES: Date

WED: Date

THUR: Date

FRI: Date

**TELEPHONE TRAINING – MONDAY & WEDNESDAY**

How to appropriately answer incoming calls	Working in a call center environment
Customer Service Etiquette	VOIP Training
How to setup a conference call	Telemarketing 101
How to schedule appointments	

**EMAIL & OUTLOOK COURSE – MON & WED**

Create professional emails	
Calendar training	
How to upload video, links and pictures	

**VIDEO COMMUNICATION – TUES & THURS**

How to use Zoom Rooms, WebEx & Webinars	
How to upload docs	
How to create links for invites	

**EXCEL SPREADSHEETS – MON & WED**

Learning basics	
Studying formulas	
Spreadsheet creation	

**RESUME WRITING – TUES & THURS**

Career Resume Worksheet	Interview Preparation Questions
Pick Template	Roll Play
Proof Resume	Dress for Success
Create Cover Letter & 30/60/90	Get that JOB!

**MAILCHIMP - FRIDAY**

Marketing basics	
Create email blasts	