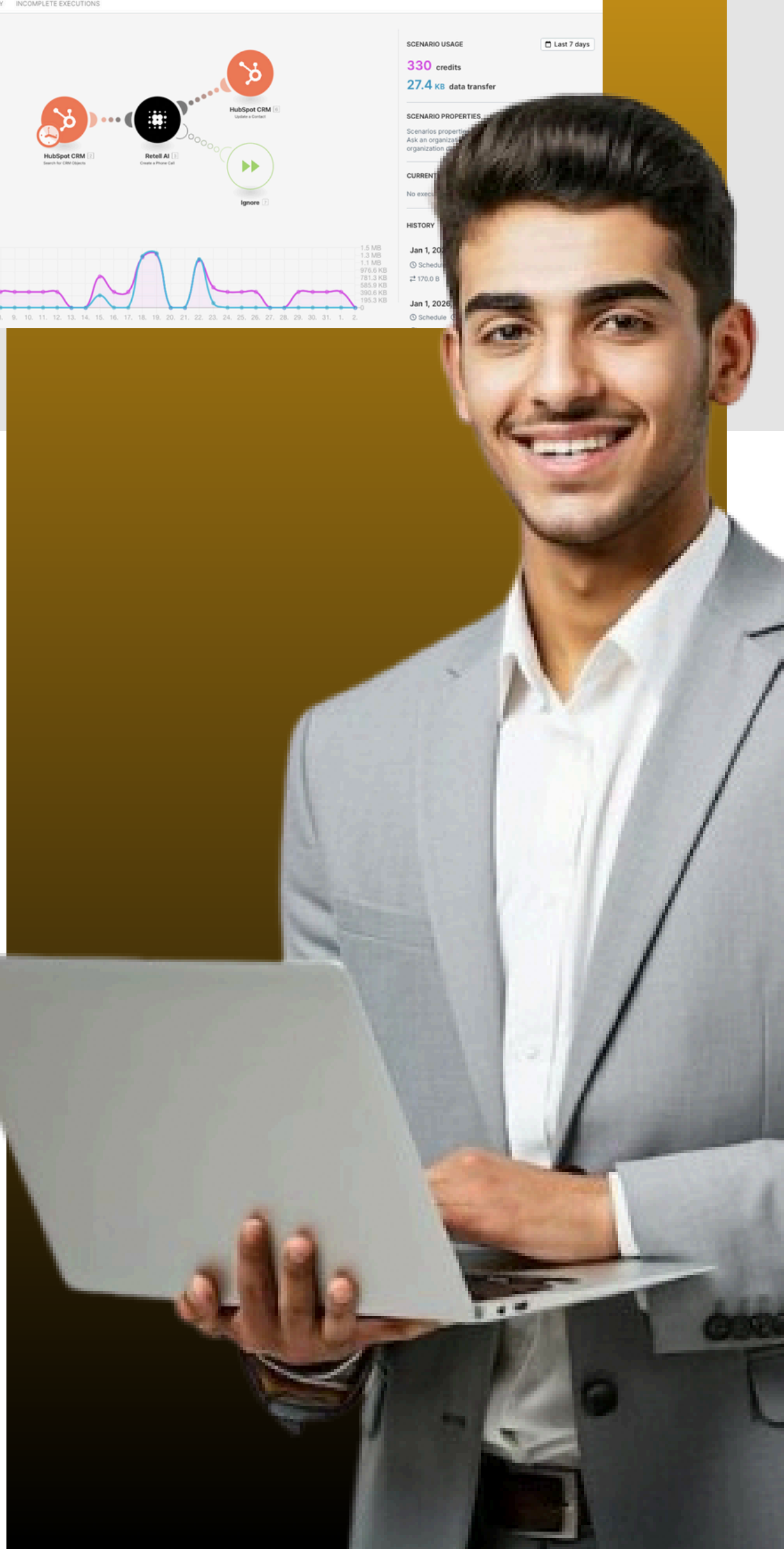




JOB AID

PROFESSIONAL PRESENCE SELF-CHECK

Helps ensure consistency in professional representation.



Checklist

- Is my tone consistent across channels?
- Am I clear about my role?
- Do I sound calm and prepared?
- Would this build client confidence?
- Am I representing TGA appropriately?

Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

