WORK GLOBAL
CAREER LTD

WORK GLOBAL CAREER LTD

PROSPECTUS



YOUR GLOBAL CAREER STARTS HERE

OPEN

ADMISSIONS NOW OPEN

- **Practical Training**
- **Career Support**
- **Global Opportunities**
- **Professional Growth**

Take the next step toward your dreams with quality training, expert guidance, and opportunities to build a successful future.

Practical Remote Career Training for a Brighter Future

APPLY TODAY!

www.workglobalcareerltd.com

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Your Future. Your Skills. Your Opportunity. 13

WORK GLOBAL CAREER LIMITED

COMPANY PROSPECTUS

Learn Faster. Work Globally. Earn Remotely.

Practical Remote Career Training | Professional Development | Career Support | Employer Partnerships

Preparing people for the future of work.

1. ABOUT WORK GLOBAL CAREER LIMITED

Work Global Career Limited is a career development and professional training company focused on preparing individuals with the practical skills, digital knowledge, and professional confidence needed to pursue remote work opportunities and support businesses across different industries.

We help aspiring remote workers, career changers, graduates, freelancers, and professionals develop relevant workplace skills that align with the demands of today's digital and globally connected economy.

Our approach combines practical training, professional development, digital collaboration tools, workplace communication, and career preparation to help learners become more confident and work-ready.

Beyond training, Work Global Career Limited supports career development by connecting qualified candidates with potential opportunities when available and helping businesses access developing talent.

We believe that access to the right skills, guidance, and professional opportunities can help people build sustainable careers beyond geographical boundaries.

2. OUR VISION

To become a trusted and leading global career development platform, connecting skilled professionals with opportunities to work, grow, and succeed anywhere in the world

3. OUR MISSION

To empower individuals with relevant skills, expert guidance, and career support to build successful and sustainable careers in the global workforce.

We aim to bridge the gap between learning and workplace expectations through accessible training, practical exercises, professional guidance, and connections with employers and businesses.

4. OUR CORE VALUES

People First

We place learners, clients, and partners at the center of our work. We are committed to creating a supportive environment where people can learn, grow, and pursue meaningful opportunities.

Professionalism

We promote integrity, accountability, effective communication, respect, and responsible conduct in every professional engagement.

Excellence

We encourage high standards in learning, service delivery, problem-solving, and workplace performance.

Continuous Learning

We believe that professional growth requires curiosity, adaptability, consistent practice, and a willingness to improve.

Opportunity

We create pathways that connect skills with meaningful career opportunities, individual clients, and companies.

5. WHY CHOOSE WORK GLOBAL CAREER LIMITED?

The modern workplace requires more than academic qualifications. Employers and clients increasingly value practical skills, communication, organization, digital confidence, and the ability to work independently.

Our training approach is designed to help learners develop these capabilities.

- **Practical, skills-based learning:** Develop skills through exercises, assignments, templates, and realistic workplace scenarios.
- **Career-focused programs:** Learn skills relevant to remote customer support, virtual assistance, appointment setting, and project operations.
- **Digital workplace readiness:** Become familiar with tools used for communication, task management, scheduling, and collaboration.

- **Professional development:** Improve workplace communication, time management, organization, and accountability.
- **Career preparation:** Receive guidance on CV development, applicant tracking system (ATS) optimization, job applications, and interview preparation.
- **Flexible learning options:** Access program delivery designed to support learners pursuing their studies, work, or other commitments.
- **Career support and opportunity referrals:** Qualified candidates may be considered for suitable opportunities as they become available.

6. OUR TRAINING PROGRAMMES

Our programs focus on practical skills that can support entry-level and developing careers in remote work and digital business operations.

A. Customer Support

Learn how to support customers professionally across digital communication channels.

Key learning areas:

- Customer service principles and customer experience.
- Email and written customer communication.
- Handling enquiries, complaints, and difficult conversations.
- Customer issue resolution and escalation.
- Customer relationship management (CRM) fundamentals.
- Customer support records, follow-ups, and reporting.
- Professional communication and service standards.

Potential career pathways: Customer Support Representative, Customer Service Assistant, Customer Experience Associate, and Client Support Assistant.

B. Virtual Assistance

Develop the administrative and organizational skills required to support entrepreneurs, executives, teams, and small businesses remotely.

Key learning areas:

- Email and inbox management.
- Calendar management and appointment scheduling.
- Data entry and information management.
- Internet research and lead generation.
- Document preparation and file organization.
- Task tracking and deadline management.
- Professional correspondence and administrative reporting.

- Remote communication and confidentiality.

Potential career pathways: Virtual Assistant, Administrative Assistant, Executive Assistant, Remote Operations Assistant, and Research Assistant.

C. Project Operations and Task Management

Learn how to organize tasks, monitor progress, coordinate activities, and support teams working on projects.

Key learning areas:

- Introduction to project management and project operations.
- Task assignment, prioritization, and tracking.
- Workflow coordination and deadline management.
- Team communication and progress reporting.
- Project documentation and record keeping.
- Identifying delays, risks, and outstanding tasks.
- Introduction to tools such as Trello, Asana, ClickUp, Monday.com, and Jira.

Potential career pathways: Project Assistant, Project Coordinator Trainee, Operations Assistant, Task Management Assistant, and Junior Project Support Professional.

D. Appointment Setting and Lead Generation

Develop the skills required to identify potential customers, organize sales appointments, and support business development activities.

Key learning areas:

- Prospect research and lead identification.
- Lead list preparation and data organization.
- Outreach communication and follow-up.
- Appointment scheduling and calendar coordination.
- Introduction to CRM systems.
- Lead tracking and reporting.
- Professional communication with prospects.

Potential career pathways: Appointment Setter, Lead Generation Assistant, Sales Support Assistant, and Business Development Assistant.

E. Remote Work and Professional Readiness

Prepare for the expectations of working with international clients, distributed teams, and remote organizations.

Key learning areas:

- Remote work culture and globalization.
- Professional conduct and workplace etiquette.
- Written communication and digital collaboration.
- Time management and personal productivity.
- Accountability, deadlines, and independent work.
- Confidentiality and responsible information handling.
- Effective use of online meeting and collaboration tools.

F. CV, ATS, and Interview Preparation

Learn how to present your skills and experience professionally when applying for remote opportunities.

Key learning areas:

- CV and résumé development.
- Applicant tracking system (ATS) fundamentals.
- Professional profile and LinkedIn optimization.
- Job description analysis and application preparation.
- Cover letters and professional introductions.
- Interview preparation and practice.
- Remote interview etiquette and communication.

G. Essential Digital Workplace Skills

Build supporting digital skills that improve productivity and workplace effectiveness.

Key learning areas:

- Data entry and spreadsheet fundamentals.
- Digital file and document organization.
- Email management and professional writing.
- Online research and information verification.
- Introduction to CRM and customer support platforms.
- AI tools and prompt engineering for productivity.
- Digital collaboration and workflow tools.

Program content and tool exposure may vary by training package.

7. PROGRAMME OPTIONS

Work Global Career Limited offers structured training options to support different learning needs and levels of preparation.

GLOBAL — 30 DAYS

Program fee: US$112

Designed for learners seeking a focused introduction to practical remote-work skills.

The program is intended to help participants build foundational knowledge, practice essential workplace tasks, and understand the expectations of remote professional environments.

GLOBAL PLUS — 60 DAYS

Program fee: US$186

Designed for freelancers and learners seeking a longer training period to develop and practice relevant skills.

The program provides additional time for learning, practical exercises, skill development, and career preparation in line with the selected training curriculum.

Important program information: The detailed curriculum, learning schedule, practical assignments, support arrangements, and certificate eligibility should be confirmed with the admissions team before enrollment. Program completion does not guarantee a job, client contract, or income.

8. OUR TRAINING APPROACH

We believe that effective professional training should combine knowledge with practical application.

Our learning approach is designed around the following principles:

Practical demonstrations: Learners are introduced to relevant tools, processes, and workplace tasks.

Guided exercises: Participants practice the skills covered during training through structured activities.

Workplace scenarios: Training examples help learners understand how to respond to realistic business situations.

Assignments and feedback: Where included in the selected program, learners complete exercises designed to reinforce their understanding and improve performance.

Professional development: Learners are encouraged to build communication, accountability, organization, and problem-solving skills.

Career preparation: Training may include guidance on presenting skills professionally and preparing for suitable opportunities.

Training delivery arrangements, including online class schedules and access to learning resources, are communicated during enrollment.

9. WHO SHOULD APPLY?

Our programs are suitable for:

- Graduates and school leavers seeking practical workplace skills.
- Individuals interested in starting a remote-work career.
- Career changers exploring digital and administrative roles.
- Job seekers who want to strengthen their professional readiness.
- Freelancers seeking to improve their service delivery.
- Existing virtual assistants and customer support professionals looking to improve their skills.
- Small business owners and professionals seeking better digital work processes.

Applicants should be willing to learn, practice new skills, communicate professionally, and complete the requirements of their selected program.

Previous remote-work experience is not necessarily required for introductory training.

10. ADMISSION REQUIREMENTS

Prospective learners should be prepared to provide the information requested during registration and meet the requirements communicated by the admissions team.

General expectations include:

- A genuine interest in learning practical workplace skills.
- Basic literacy and the ability to follow instructions.
- Access to a suitable device and internet connection where required for online participation.
- Willingness to participate in learning activities and complete assigned work.
- Accurate contact information for program communication.

Specific technical requirements, payment instructions, program schedules, and any additional admission conditions will be provided before enrollment is completed.

11. LEARNING OUTCOMES

By the end of the relevant program, successful participants should be better prepared to demonstrate selected practical skills, which may include:

- Communicating professionally with customers, clients, and colleagues.
- Organizing emails, appointments, tasks, and digital documents.
- Supporting customer service and administrative workflows.
- Using relevant digital tools for communication and task coordination.
- Conducting basic research and organizing lead information.
- Preparing professional CVs and job applications.
- Understanding remote workplace expectations.
- Demonstrating greater confidence in completing assigned workplace tasks.

Actual outcomes depend on the program selected, participation, practice, prior experience, and individual performance.

12. ASSESSMENT AND CERTIFICATION

Work Global Career Limited aims to promote practical learning and professional development.

Where assessment and certification are included in a program, learners may be required to complete assignments, practical exercises, participation requirements, or other learning activities established by the training team.

Certificates, where applicable, should reflect the program completed and the requirements satisfied by the learner.

A certificate confirms completion under the stated program conditions. It should not be represented as a government-issued qualification, professional license, or internationally accredited certification unless the relevant recognition or accreditation has been formally established.

Learners should confirm the applicable assessment and certification conditions before registration.

13. CAREER DEVELOPMENT AND EMPLOYMENT SUPPORT

Training is an important step towards professional readiness, but securing employment also depends on factors such as experience, demonstrated ability, communication, employer requirements, and the availability of suitable opportunities.

Work Global Career Limited supports career development through guidance on job readiness, professional presentation, and suitable opportunities when available.

Qualified candidates may be referred to companies, businesses, or individuals seeking relevant skills. Candidates who require further preparation may also be advised to undertake additional training.

Employment disclaimer: Work Global Career Limited does not guarantee employment, job placement, client contracts, a particular salary, or a specific level of income after training. Referrals depend on suitability and the availability of opportunities. Employers and clients retain responsibility for their own recruitment and selection decisions.

14. EMPLOYER AND BUSINESS PARTNERSHIPS

Work Global Career Limited welcomes engagement with employers, entrepreneurs, and organizations seeking to develop talent or access professional support.

Our employer partnership areas include:

Hire Our Graduates

Employers may express interest in reviewing suitable candidates who have completed relevant training. Candidate consideration remains subject to employer requirements and selection processes.

Host a Graduate

Businesses may explore industrial attachment or supervised work-experience opportunities for suitable candidates, potentially for up to three months, subject to agreed arrangements. Any subsequent employment or absorption is at the discretion of the host organization.

Find Your Next Career Opportunity

Companies and individuals may communicate their staffing needs so that suitable candidates can be considered when available.

Discuss a Project

Businesses may inquire about engaging Work Global Career Limited for suitable support projects, subject to scope, capability, availability, and mutually agreed terms.

These partnerships are intended to encourage practical exposure, talent development, and stronger connections between learning and business needs.

15. PROFESSIONAL STANDARDS AND LEARNER RESPONSIBILITIES

All learners are expected to:

- Provide accurate information during registration.
- Participate responsibly in the program.
- Treat trainers, staff, and fellow learners with respect.
- Use learning materials appropriately.
- Respect confidentiality and intellectual property.
- Follow the applicable payment, attendance, assessment, and conduct requirements.
- Communicate concerns through the appropriate company channels.

Work Global Career Limited expects its team and training partners to maintain professional standards, communicate clearly, and treat learners fairly.

Full enrolment terms, privacy practices, cancellation conditions, refund provisions, and other applicable policies should be reviewed before payment and registration.

16. ENROLMENT PROCESS

Prospective learners can follow these general steps:

Step 1—Make an Inquiry

Contact the admissions team to learn about the available program options, curriculum, duration, delivery arrangements, and fees.

Step 2—Select a Program

Choose the program that best fits your learning goals and available time.

Step 3—Complete Registration

Submit the required registration information and review the applicable program terms.

Step 4—Confirm Payment

Follow the company's official payment instructions. Obtain and retain your payment confirmation.

Step 5—Receive Program Information

Follow the instructions provided for onboarding, learning access, schedules, and participation.

Step 6 — Begin Learning

Participate in the program, practice the skills taught, and complete the applicable learning requirements.

17. OUR COMMITMENT

At Work Global Career Limited, we understand that building a career requires more than motivation. It requires relevant skills, consistent practice, professional conduct, and the ability to adapt to changing workplace demands.

Our commitment is to provide structured learning opportunities that help individuals develop practical skills and prepare for the responsibilities of modern work.

We also recognize the importance of businesses and employers in creating opportunities for developing talent. Through training, career support, and employer engagement, we aim to contribute to a more capable, adaptable, and professionally prepared workforce.

We encourage every learner to approach training with a willingness to practice, improve, and take responsibility for their professional growth.

18. TAKE THE NEXT STEP

Your Future. Your Skills. Your Opportunity.

Whether you are beginning your career, changing direction, improving your professional skills, or seeking to build a remote-work pathway, Work Global Career Limited invites you to take the next step.

Learn faster. Work globally. Earn remotely.

Contact Work Global Career Limited

- **WhatsApp / Telephone:** +234 704 773 0737
- **Company:** Work Global Career Ltd
- **Website:** www.workglobalcareerltd.com
- **Email:** info@workglobalcareerltd.com
- **Office Address:** Dubem Plaza, Rukpokwu-Eneka Express Way, Opp Faith Estate, Port Harcourt, Nigeria.

For program inquiries, admissions, and employer partnerships, please contact the company through its official communication channels.

Work Global Career Limited, preparing and connecting professionals for global opportunities.