



Freelancer.com Training Certification Course Outline

Module 1: Introduction to Freelancer.com

- First, understand what Freelancer.com is and how it works.
- Next, explore different project categories on the platform.
- Then, learn how freelancers earn money online.
- Finally, set clear goals before starting your journey.

Module 2: Creating Your Account

- First, sign up using email or social media account.
- Next, choose a professional username carefully.
- Then, verify your account for security.
- Finally, review your dashboard and profile options.

Module 3: Building a Strong Profile

- First, write a clear and honest profile description.
- Next, highlight your skills and experience properly.
- Then, upload a professional profile photo.
- Finally, add certifications or samples if available.

Module 4: Understanding Projects & Bidding

- First, search projects related to your skills.
- Next, read project descriptions carefully.
- Then, understand budgets and deadlines clearly.
- Finally, decide which projects suit you best.

Module 5: Writing Winning Proposals

- First, greet the client politely in proposals.
- Next, explain how you will solve the problem.
- Then, mention relevant experience briefly.
- Finally, end with a confident closing statement.

Module 6: Pricing & Milestones

- First, set fair prices based on your skills.
- Next, understand fixed-price and hourly projects.
- Then, create milestones for large projects.
- Finally, protect payments using milestone system.

Module 7: Client Communication Skills

- First, respond to messages quickly and clearly.
- Next, ask questions to confirm requirements.
- Then, provide regular progress updates.
- Finally, maintain professional and polite communication.

Module 8: Project Execution & Delivery

- First, start work only after milestone creation.
- Next, follow project instructions carefully.
- Then, complete work before deadline.
- Finally, deliver files neatly with explanation.

Module 9: Handling Revisions & Feedback

- First, accept feedback positively and calmly.
- Next, fix issues according to client request.
- Then, communicate changes clearly.
- Finally, confirm client satisfaction before closing.

Module 10: Reviews, Ratings & Growth

- First, request honest reviews after completion.
- Next, maintain high ratings with quality work.
- Then, learn from negative feedback.
- Finally, improve profile using client responses.

Module 11: Managing Time & Multiple Projects

- First, plan daily tasks efficiently.
- Next, avoid accepting too many projects.
- Then, track deadlines using tools.
- Finally, maintain work-life balance consistently.

Module 12: Certification & Professional Growth

- First, complete all course modules successfully.

- Next, pass the final assessment test.
- Then, receive Freelancer Training Certificate.
- Finally, apply skills to grow freelance career.

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