



## **PeoplePerHour Training Certification Course Outline**

### **Module 1: Introduction to PeoplePerHour**

- First, understand what PeoplePerHour is and how freelancers earn online.
- Next, explore top services and categories.
- Then, check the platform layout carefully.
- Finally, plan your first project idea.

### **Module 2: Creating Your Account**

- First, sign up using email or Google account.
- Next, choose a professional username for credibility.
- Then, upload a clear profile picture.
- Finally, write a short bio describing your skills.

### **Module 3: Exploring Your Niche**

- First, list your strongest skills and interests.
- Next, research services that are in demand.
- Then, identify what makes you unique.
- Finally, select a niche you can excel in.

### **Module 4: Setting Up Your First Project**

- First, click “Post Your Project” on PeoplePerHour.
- Next, write a clear and simple title.
- Then, add a detailed description with examples.
- Finally, set budget and timeline carefully.

### **Module 5: Writing Winning Proposals**

- First, read project details thoroughly.
- Next, write a personal and concise proposal.
- Then, highlight your skills and experience clearly.
- Finally, include a question to show interest.

### **Module 6: Adding Portfolio & Work Samples**

- First, upload images or files of past work.
- Next, include short descriptions for each sample.
- Then, organize your portfolio professionally.
- Finally, update regularly with new projects.

### **Module 7: Communication with Clients**

- First, respond quickly to client messages.
- Next, clarify project requirements before starting.
- Then, keep clients updated on progress consistently.
- Finally, resolve any issues politely and professionally.

### **Module 8: Delivering Projects**

- First, complete work on time with quality.
- Next, submit files neatly and in required formats.
- Then, explain your work clearly to clients.
- Finally, follow up for feedback and review.

### **Module 9: Getting Reviews & Ratings**

- First, ask clients for honest feedback.
- Next, thank clients for taking time to review.
- Then, improve your service based on feedback.
- Finally, maintain a high rating to attract more projects.

### **Module 10: Marketing Your Services**

- First, share your profile on social media.
- Next, create posts showcasing your work.
- Then, join forums or online communities for exposure.
- Finally, track which marketing methods attract clients.

### **Module 11: Managing Multiple Projects**

- First, plan your time to handle multiple clients.
- Next, prioritize tasks to meet deadlines.
- Then, communicate delays or changes immediately.
- Finally, maintain quality while managing several projects.

### **Module 12: Certification & Growth**

- First, complete all course modules carefully.

- Next, take a short test to review knowledge.
- Then, download your PeoplePerHour Training Certificate.
- Finally, plan steps to grow your freelance career successfully.

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