



# Tritek

A C A D E M Y



Featured in  
**Forbes** AFRICA





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## ABOUT US

Tritek Consulting Limited is a multi-award-winning tech training company that provides both training and practical work experience. We offer comprehensive training programs that integrate theoretical knowledge with hands-on experience, complemented by mentorship support.

Founded in 2017, Tritek Consulting has been instrumental in facilitating the professional journeys of more than 5000 individuals, empowering them to secure transformative roles within the IT sector.

Our all-encompassing package comprises:

- Training in Tech programs
- Hands-on Practical Work Experience
- Career Coaching
- Dedicated Mentorship
- Professional Referencing

Choose Tritek Consulting for a holistic approach to skill development, designed to propel you towards success in the dynamic field of IT.



# AWARDS

Mentor Of The Year, 2016

Woman Of The Year, 2018

Recipient Of The Award For Youth  
Empowerment, 2020

Emerging CEO Of The Year, 2022

Woman Of The Year, 2022

Rotary Recognition Award For  
Philanthropy, 2022

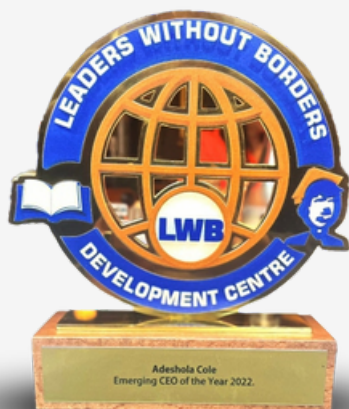
African Achievers' Legacy Award, 2022

Doctorate in Leadership & Mgt, 2022

100 Iconic African Leaders, 2022

Featured in Forbes, 2023

Global Excellence Outstanding  
Woman In Tech, 2023



**Tritek**  
ACADEMY



Featured in **Forbes** AFRICA





## Achievements, Milestones and Key Updates

- Top 100 Influential Global Voices 2024.
- Recognized for significant contributions to youth empowerment, philanthropy, and influence over recent years.
- Championing Innovation: Hosted an AI & Fintech Panel Discussion at the iconic House of Parliament, featuring Dr. Adeshola Cole.
- Global Excellence Outstanding Woman in Tech (2023).
- Memorable Moment: Dr. Adeshola Cole was with Security Minister Tom Tugendhat and Mathew Sco (Police and Crime Commissioner) to discuss the utilization of technology skills, cybersecurity skills, and AI training within the workforce.
- Memorable Moment: Dr. Adeshola Cole attended a breakfast with Lord Dominic Johnson (Former Minister of State for Business & Trade) and Dinesh Dhamija (British-Indian Entrepreneur) to discuss trade and investment in high-growth economies.





# Platform and Program Upgrades



- Launch of the TDL (Tritek Digital Library): Upgraded our LMS to enhance accessibility and the quality of resources.
- Expansion of International Programs: Initiated the US/Canada Project Management and Business Analysis (PMBA) Program.
- New Courses Introduced in 2024:
  - Product Management
  - Digital Marketing
  - AI & Data Science
  - LinkedIn Optimization: Added LinkedIn Optimization to our service package enhancing career support and visibility for our participants.



## Strategic Partnerships

Formed new partnerships with Blacksill, Job Hunter AI, and TED Talk UK to expand



## OUR FOUNDER



**DR. ADESHOLA COLE**

Founder/CEO Tritex Consulting Ltd.

20  
26

## My Story

I'd done a few admin jobs here and there (as we probably all have), and found myself working in the bank. I started off as a cashier and suddenly worked my way up to the bank manager position; a job that sounds so glamorous, but really isn't. So here I was managing a little team, selling loans and credit cards and all that juicy stuff, and before I knew it, time was ticking and I had been with the bank for almost ten years !

In that time I had 2 little promotions and a meagre pay rise, and every time I was promised all these great and wonderful things, that just never happened. I became tired and lost confidence in myself. I knew I had so much to give, but was just not given the opportunity to showcase my skills and expertise. I started to call in sick and my productivity at work dropped to an all time low. I had just also had my third child, and this also added to the discouragement within my career.

Then this happened... I had heard about project management and business analysis, but hadn't the foggiest clue what they did or how it worked. All I knew was that the money was good - honesty is the best policy, as they say!.. So I took a gamble and enrolled on a course, giving myself 3 months to secure a role; I secured my first project management role in 4 months, so one month below target. It was later on that my passion was realised, and I began to mentor a lot of candidates, helping them secure roles. To date, I have successfully helped over 200 candidates secure roles as Project Managers, Business Analysts and so much more.

**If I can do it, so can you...**

**If I can do it, so can you...**



# We are right For you!



**Tritek has been proudly recognized as one of the top 20 Black-owned businesses in the UK by Channel 4 and Lloyds Bank.**



**WE ARE CPD CERTIFIED & PRINCE2 ACCREDITED**

Facilitating a smooth transition into tech roles, we empower individuals to acquire essential skills through our training programs and immersive live projects. Our expertise lies in delivering projects within the digital and information technology realm, utilizing industry-standard tools and software to effectively manage, analyze, and monitor project deliverables.

## **CAREER CHANGE**

Stuck in a job that isn't you? but its also you that's your biggest obstacle ready for a career change, but have no idea what else you could do – or where to start?

## **GRADUATE**

If you've recently graduated and haven't yet been offered a graduate job, you can boost your skills and gain foothold in the industry by picking up relevant skills. We can help you to make industry contacts, prove yourself to an employer, build your confidence and put in a stronger position to get a permanent graduate job.



An overhead view of four business professionals in an office setting. A man in a blue suit stands on the left, gesturing with his hands. A woman in a grey suit sits on the right, holding a white coffee cup. A man in a light green shirt sits at the bottom left, holding a blue folder. A woman in a brown blazer sits at the bottom right, holding a pen. The office has a brown carpet, white desks with papers and a laptop, and potted plants in the corners.

# **Project Management & Business Analysis**



2026

PM/BA



**Tritek**  
ACADEMY

**CPD**  
The CPD Certification Service

**PRINCE2**

**TOP 20 BLACK-OWNED BUSINESSES AS  
RECOGNIZED BY CHANNEL 4 & LLOYDS BANK.**

  
**LLOYDS**

**4**  
CHANNEL FOUR TELEVISION



## SOFTWARE & TOOLS

 **Confluence**

 **Visio**

 **Jira Software**

 **GoToMeeting**

 **Basecamp**

 **GoToWebinar**

**balsamiq®**

 **Microsoft Office 365**

 **Project**

 **zoom**

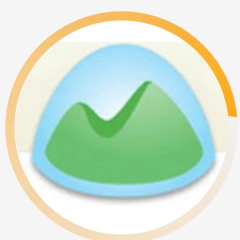


**Training – 7 Weeks** | **Work Experience – 3 Months**



### **TDL – TRITEK DIGITAL LIBRARY**

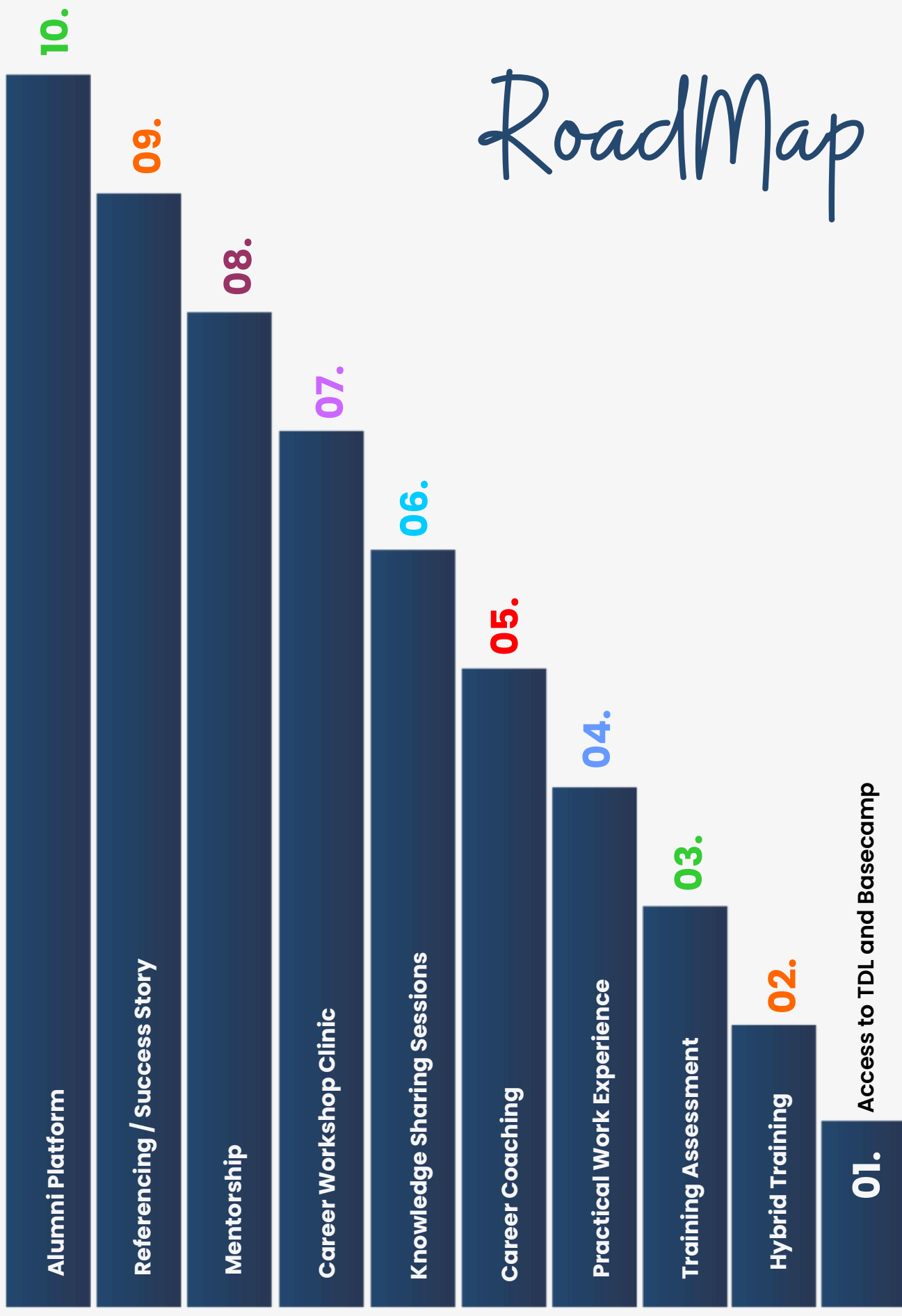
TDL, otherwise known as Triteks knowledge hub, has over 200 tutorials accessible at anytime. These are designed to help and support you throughout your learning journey, and cover a wide range of topics, including, cyber security, artificial intelligence, change management, Project management, Business Analysis, Software deployment and testing, GDPR, Agile, Scrum master, Data Analysis, Microsoft Office, UiUx Design, Emotional Intelligence, CV writing tips & Interview preparation, Business intelligence, Risk Management, Stakeholder Management and many more.



### **BASECAMP**

Basecamp is our collaboration tool where you get to collaborate and network with other candidates on live projects. Within basecamp, you will have access to multiple live projects, documentation and templates.

# RoadMap





# Tritek History

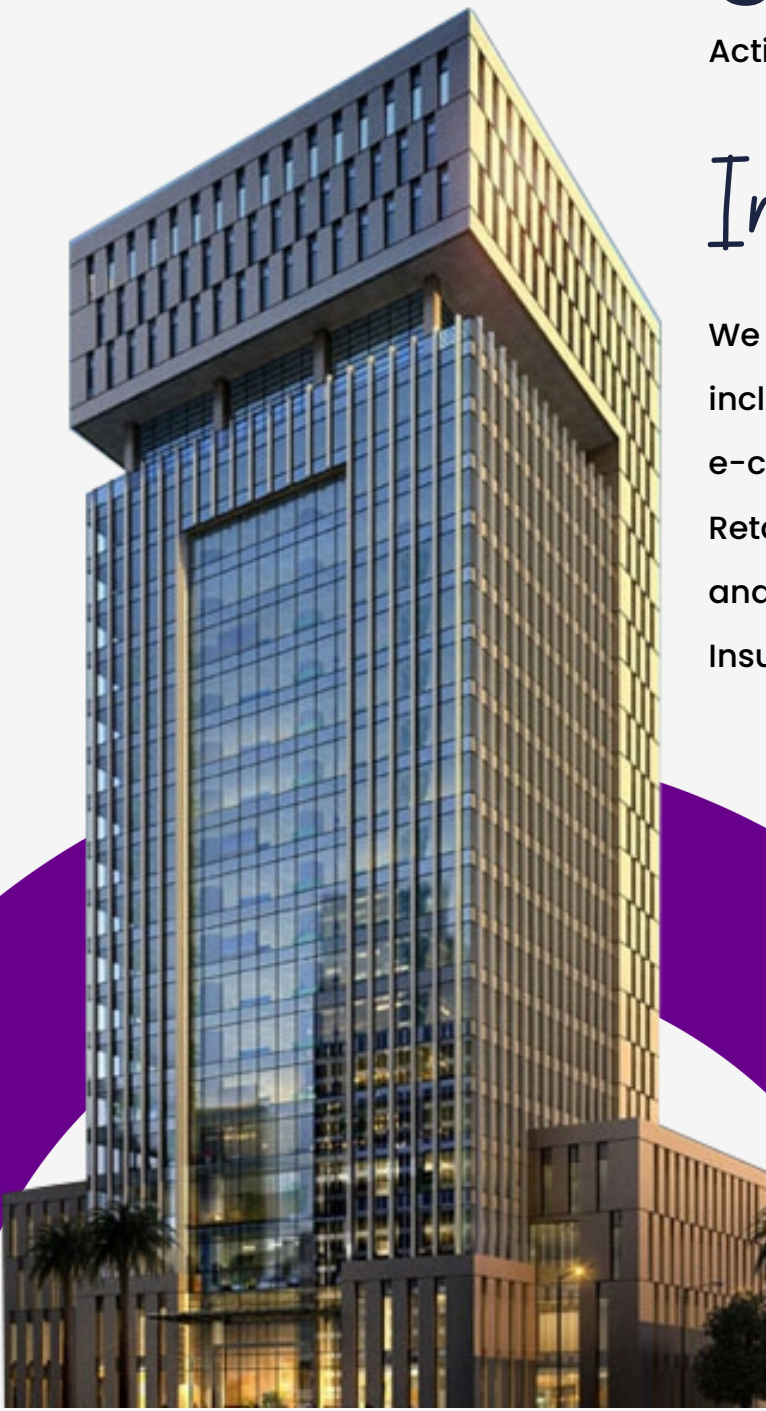
Tritek Consulting was established in 2017 with just two candidates and now we have over 5000 candidates all over the world. We are an Award Winning Company and our CEO was awarded Woman of the Year, 2018, due to her huge success in impacting lives within the community. Very recently in 2023, she was featured in Forbes.

Candidates  
**5000+**

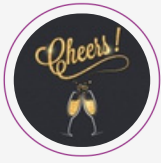
Active Students on the platform

Industries

We operate and specialize in various markets including Technologies, Professional services, e-commerce, e-learning, Financial Services, Retail, Food service, Consumer products, Media and entertainment, Enterprise, software, Insurance, Energy and Networking.



# SUCCESS *Stories*



## **Congratulations to Oyin for Securing a Project Officer Role.**

Big congratulations to Oyin for securing a Project Officer Role. A sponsorship role in the UK! (Second role in a year secured)

I am thrilled to once again share a success story within a year—a journey I never thought possible. I am excited to announce that I have secured a sponsorship role in the UK as a Project Officer, coming all the way from Nigeria. This achievement has been a long time in the making. I dedicated over a year to applying for sponsorship roles, and it's incredible how divine timing worked in my favor.

My gratitude overflows to God for granting me the strength to persistently pursue different opportunities. I extend my appreciation to the Trtek team for providing me with this exceptional chance to advance my career. The challenges I faced along the way have been rewarded in the end.

To everyone in a waiting period with no defined timeline, I understand the struggle and mental toll it takes. Be assured that God's timing is perfect. My advice is to avoid confining yourself to a specific role or location; keep an open mind. A special thank you to Mama Hawk for creating this platform that has been instrumental in my journey. As you read this, I pray that your success story comes sooner than you ever imagined.

Warm regards,  
Oyin



# SUCCESS *Stories*



**Big congratulations to Grace for securing a Business analyst Role with Visa sponsorship.**

My name is Grace and I am so grateful to God and everyone who has made it possible for me to be able to share my success story today. While doing my Masters in March 2023, I decided to up-skill and prepare myself to enter into the UK career market. Based on my strengths and experience, I opted for Business Analysis and began searching for organizations to train with. Tritex came highly recommended and I had friends who had gotten their success story with Tritex.

I attended the taster session in April 2023 and registered immediately, hoping to give my all and focus on the price. After the online classes, I was assigned to the wonderful Project Valrico as a BA. It was not an easy journey for me because I was combining my BA classes/ project with my Masters dissertation and a full time summer internship. I would love to add that despite being a BA Trainee, the Project Management skills I garnered were instrumental during my internship and I contributed positively to the company. In September, I completed my Masters and the Internship and focused fully on filling my knowledge gaps with LMS and YouTube videos in preparation for job applications. I continuously refined my CV with support colleagues, friends, mentors, practicing BAs and AI technology.

I want to use this medium to say a very big thank you to Dr Adeshola. You are indeed a blessing to nations and I pray that you and Tritex as an organization will continue to flourish. Through you, I have been able to work with the best Team (Team Valrico) that pushed my boundaries, believed in

# SUCCESS *Stories*



... *Continued*

...

believed in me and gave me valuable relationships. Cheers to KayKay for being the bestest BSA, your drive, encouragement and positivity provided direction for project. Also cheers to every member of Team Valrico, and specially to Emmanuel, Precious and Adeitan for being wonderful leaders and successfully delivering our project.

Finally, a big big thank you to Mosebolutan, my mentor whose support brought about this success. We went through my job descriptions, opening my eyes to better ways of approaching the interview. Thank you to all the KSS Team too, their input made me deliver top notch presentations at my interviews and I am deeply grateful.

Thanks to the Tritex team andm again Dr Adeshola for making all these possible, you are forever cherished.”





# 2025 Wall of Fame

Some of our success stories in 2025



You  
could  
be Next!

60% of Our Candidates secure Roles within 3 months.

90% of Candidates Earn Over £45,000

# PROJECT MANAGEMENT

## COURSE DESCRIPTION

Embark on a journey of professional growth with Tritex Consulting's flexible career development training workshop in Project Management, designed for individuals navigating diverse career transitions. Our comprehensive Project Management Development Training stands out as a dynamic program, offering a spectrum of tools to enhance the efficiency and productivity of your projects.

Immerse yourself in a learning experience enriched with team-building exercises and project management strategies. This engaging course not only instils an appreciation for the significance of time but also equips participants with the skills to prioritize tasks effectively. While a wealth of information on various project management techniques is available, translating this knowledge into practical application poses challenges. At Tritex Consulting, we bridge this gap, empowering you to comprehend your goals and apply the right tools for project success. Elevate your project management prowess with us and seize the reins of your professional trajectory.



## COURSE MODULES

- Project management definition
- Project management
- principles Components of a
- project Project management roles.
- Scope management
- Scope creep
- Moscow technique
- Project methodologies
- PRINCE 2 SCRUM Agile KANBAN
- Stakeholder management
- People management
- Conflict management
- Change management
- Project framework
- Reasons for project failure
- PMO framework
- Raids management
- Report writing



# BUSINESS ANALYSIS

## COURSE DESCRIPTION

With a strong focus on predefined business needs, business analysis consultants identify problems, opportunities, and needs of a company, offer solutions and also help implement them. Our business analysis training services offer participants the tools and techniques to offer business solutions that are aligned with the corporate strategic vision.

The course content is designed with consideration to both current software testing technology and the job market. You will receive practical learning experience by participating in live project work.

Here at Tritex, you will be immersed in an environment that will improve your confidence and encourage you to think and work like a business analyst. Whether you are a complete beginner or a person who has advanced business analysis knowledge, Tritex will ensure that you gain the confidence and skills to make you an asset to any company.



## COURSE MODULES

Who is a business analyst?

Importance of business analysis

What is business analysis ?

- Business analysis specification

- Various BA roles

- Business analysis deliverables

- Business analysis techniques

- Role of a technical business

- analyst

- Skills of a business analyst

- Project framework

- Software Development Lifecycle

- (SDLC)

- The business case

- Business Requirement

- document

- Requirement gathering

- Use cases/ user stories

- Gherkin syntax

- Requirement engineering



## COMPANIES OUR CANDIDATES HAVE SECURED ROLES IN



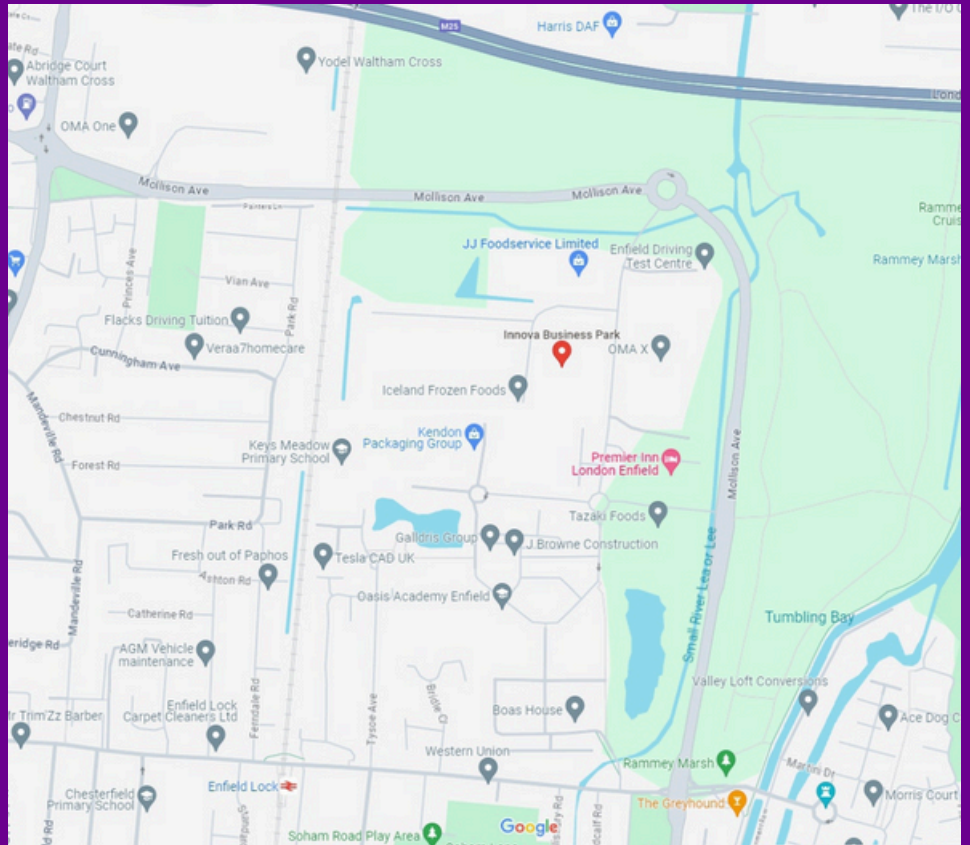




## FAQ

- **Are your projects real?**  
*All our projects are real projects, focusing on IT and digital sectors*
- **What type of projects will I be working on?**  
*Cyber security, AI, mobile app building, website creation & data migration.*
- **Do I need certification to secure a role?** *Although certification will give you an added advantage , practical experience is what is needed to secure a role*
- **I work full time, how flexible is your Program?**  
*Extremely flexible. Meetings are in the evenings, and we work around your availability.*
- **How long is the work experience?**  
*Work experience is anything from 8 - 13 weeks*
- **Do you offer Certification?**  
*Upon completion, we provide a CPD-certified certificate.*

# Contact Us



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[info@tritekconsulting.co.uk](mailto:info@tritekconsulting.co.uk)  
[www.tritekconsulting.co.uk](http://www.tritekconsulting.co.uk)



**United Kingdom:** Unit 38, Wenta Business Centre, Innova Business Park, Electric Ave, Enfield, United Kingdom EN3 7XU



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# DATA ANALYSIS BROCHURE

 **PRINCE2<sup>®</sup>**  
*Accredited*

 **CPD<sup>®</sup>**  
The CPD Certification Service



**An inclusive training package focusing on: SQL**  
Data science B,usiness intelligence,,Big data  
Data analytics.

**The Program runs for a period of 3 months, 6 weeks**  
for the training, then next is the Project phase.  
Candidates can request a mentor when they have  
a confirmed interview in a Data Analysis

# Table of Content

<b>01.</b>	INTRO TO SQL
<b>04.</b>	PYTHON
<b>05.</b>	POWER BI
<b>06.</b>	ROAD MAP
<b>07.</b>	FAQ

## SQL – Part 1 & Part 2 (Structured Query Language)

SQL (Structured Query Language) is a standard programming language for managing data in relational database management systems (RDBMS). Here are some key concepts and skills you will learn in the first two weeks of training:

- Understand Relational Databases: Learn the basics of relational databases and the role of SQL in managing data.
- Basic SQL Syntax: Get familiar with basic SQL syntax and learn how to create, retrieve, update, and delete data.
- Querying Data: Learn how to write SQL queries to retrieve data from single and multiple tables using JOINS, WHERE clauses, and ORDER BY clauses.
- Data Aggregation: Learn how to use SQL functions to aggregate data and calculate summary statistics.
- Data Manipulation: Learn how to manipulate data using SQL statements such as INSERT, UPDATE, and DELETE.
- Data Integrity: Understand how to enforce data integrity using constraints and how to use transactions to maintain database consistency.





## Power BI – Part 1 & Part 2

Power BI is a business intelligence and data visualization tool that enables users to create interactive reports and dashboards.

Here are some key concepts and skills you will learn during the

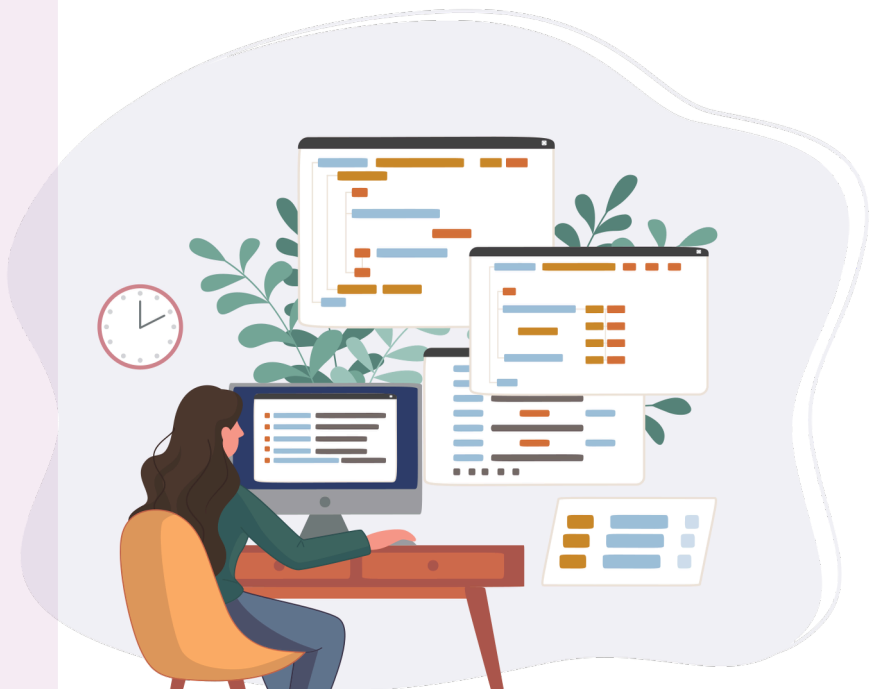
- Introduction to Power BI: Learn the basics of Power BI and its various components.
- Data Sources and Data Transformation: Learn how to connect to various data sources and transform data using
- Power Query. Data Modeling: Understand how to create a data model in Power BI and use DAX (Data Analysis Expressions) to calculate measures and create calculated columns. Visualization: Learn how to create interactive reports and visualizations in Power BI.

## Python for Data Science – Part 1 & Part 2

Python is a popular programming language for data analysis and scientific computing.

Here are some key concepts and skills you will learn in the last two weeks of training:

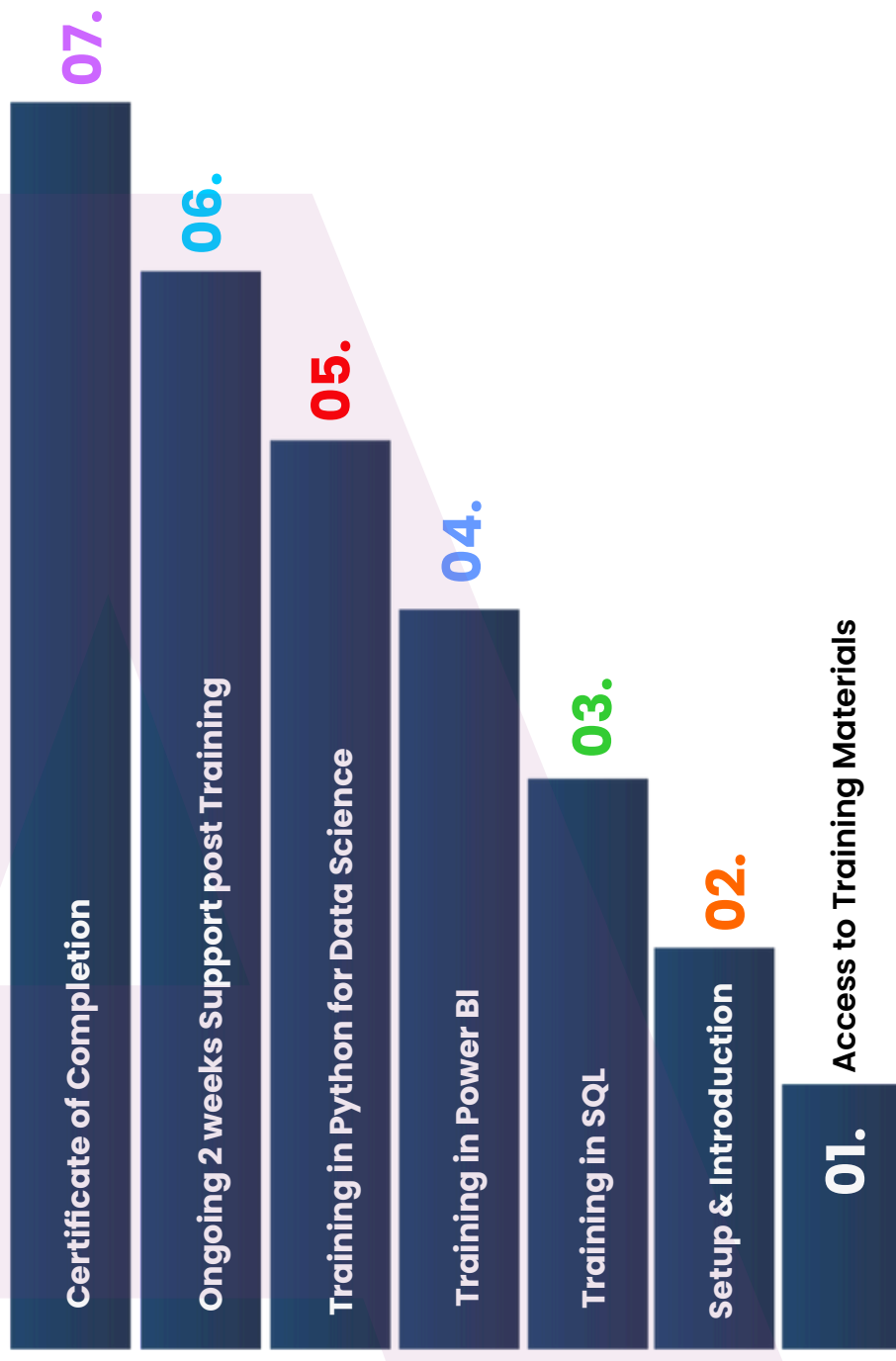
- Python Basics: Get familiar with basic Python syntax, data types, variables, and control structures.
- Data Manipulation with Pandas: Learn how to use the Pandas library to manipulate and analyze data in Python.
- Data Visualization with Matplotlib: Learn how to use Matplotlib to create visualizations of data.



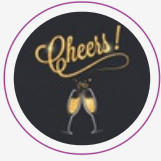


# RoadMap

Referencing / Success Stories



# Success Stories



## **Big Congratulations to Ayyub for securing a Senior Role after upskill in Data analysis.**

As I reflect on my professional journey, a particular phase stands out as a pivotal moment: my involvement in training with TRITEK Consulting Ltd. What initially began as a quest for knowledge and exploration evolved into a transformative experience that has significantly redirected the trajectory of my career and personal life. Right from the outset, TRITEK Consulting's unwavering commitment to achieving excellence was unmistakable. Their team of seasoned professionals demonstrated an exceptional fusion of expertise, enthusiasm, and unwavering commitment. Their meticulously designed training programs and methodologies not only exposed me to the latest industry insights but also motivated me to cultivate essential skills that would distinguish me in a competitive field.

I commenced my journey as a Business Analyst, embarking on my first project. Subsequently, I took the reins as the lead BA for Project Impact. These experiences proved instrumental in refining me as a professional and equipping me for the job market. Last year, I received my job offer and assumed my role in January 2023. Remarkably, within a mere six months, I've attained a senior position, a testament to the invaluable experience and knowledge I garnered. The impact of this platform has been profound, prompting me to return and pursue courses in Data Analysis. While the training might demand substantial effort and be rigorous, its benefits are undeniably substantial.

To summarize, my association with TRITEK Consulting Ltd. has been a critical path in my journey, one marked by professional transformation and personal growth.

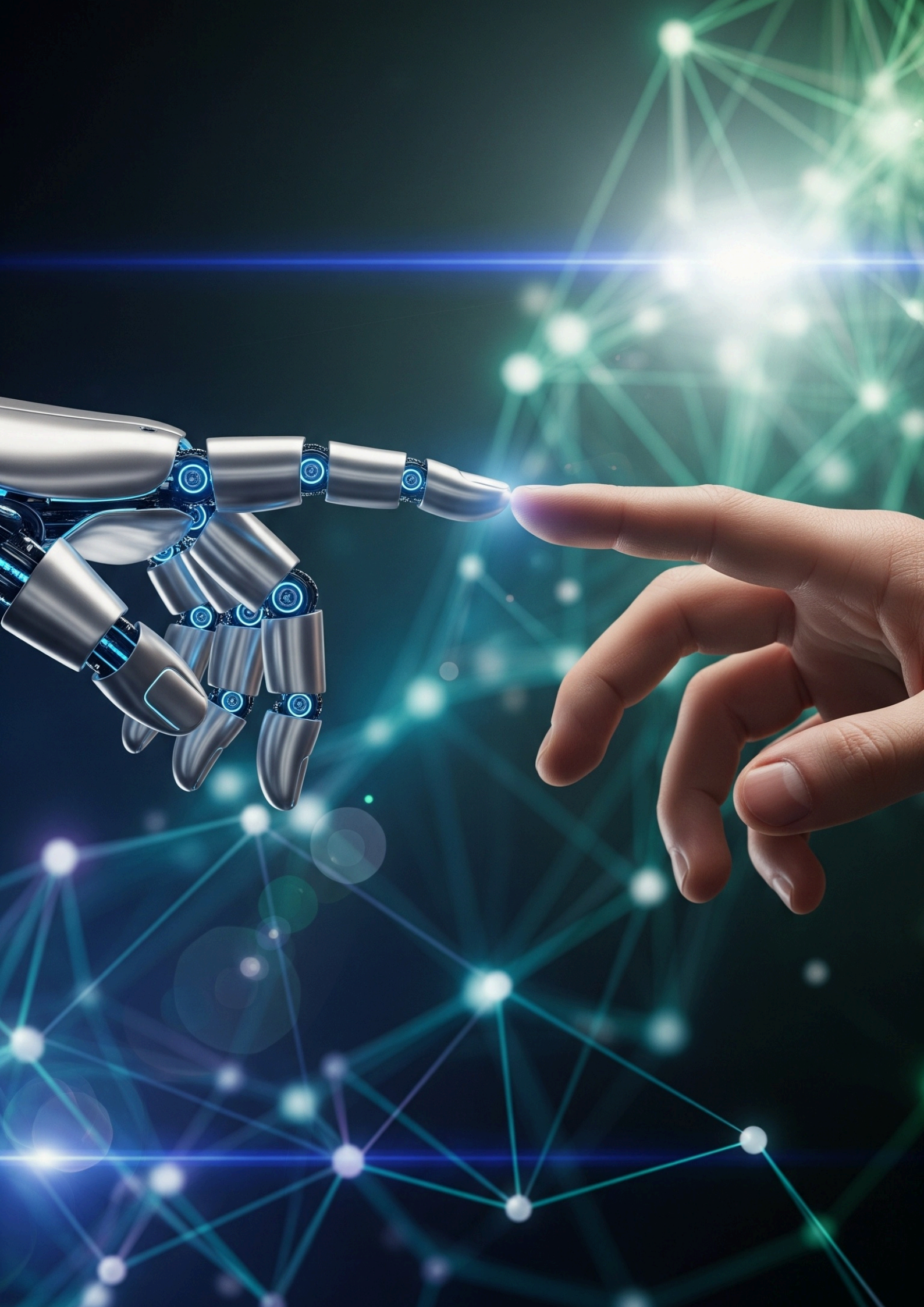




## FAQ

- **Are your projects real?**  
All our projects are real projects, focusing on IT and digital sectors
- **What type of projects will I be working on?**  
You will be working on Data Exploration and Visualization, Business Intelligence Reporting, Data Cleaning and Preprocessing, Market and Competitor Analysis, and Customer Segmentation projects.
- **Do I need certification to secure a role?**  
*Although certification will give you an added advantage , practical experience is what is needed to secure a role*
- **I Work full time, how flexible is your program?**  
*Extremely flexible. Meetings are in the evenings, and we work around your availability.*
- **How long is the work experience?**  
*Work experience is 2 - 4 weeks*
- **Do you offer Certification?**  
*Upon completion, we provide a CPD-certified*









# AI *for* PROFESSIONALS

Featured in **Forbes** AFRICA

**CPD**  
MEMBER  
The CPD Certification Service

**Tritek**  
ACADEMY

**UKRLP**

UK Register  
of Learning  
Providers

**4**

CHANNEL FOUR TELEVISION



**LLOYDS**

**VOTED TOP 20 BLACK  
OWNED BUSINESSES IN THE UK**

**2-Day Course (2 Hours Per Day)**

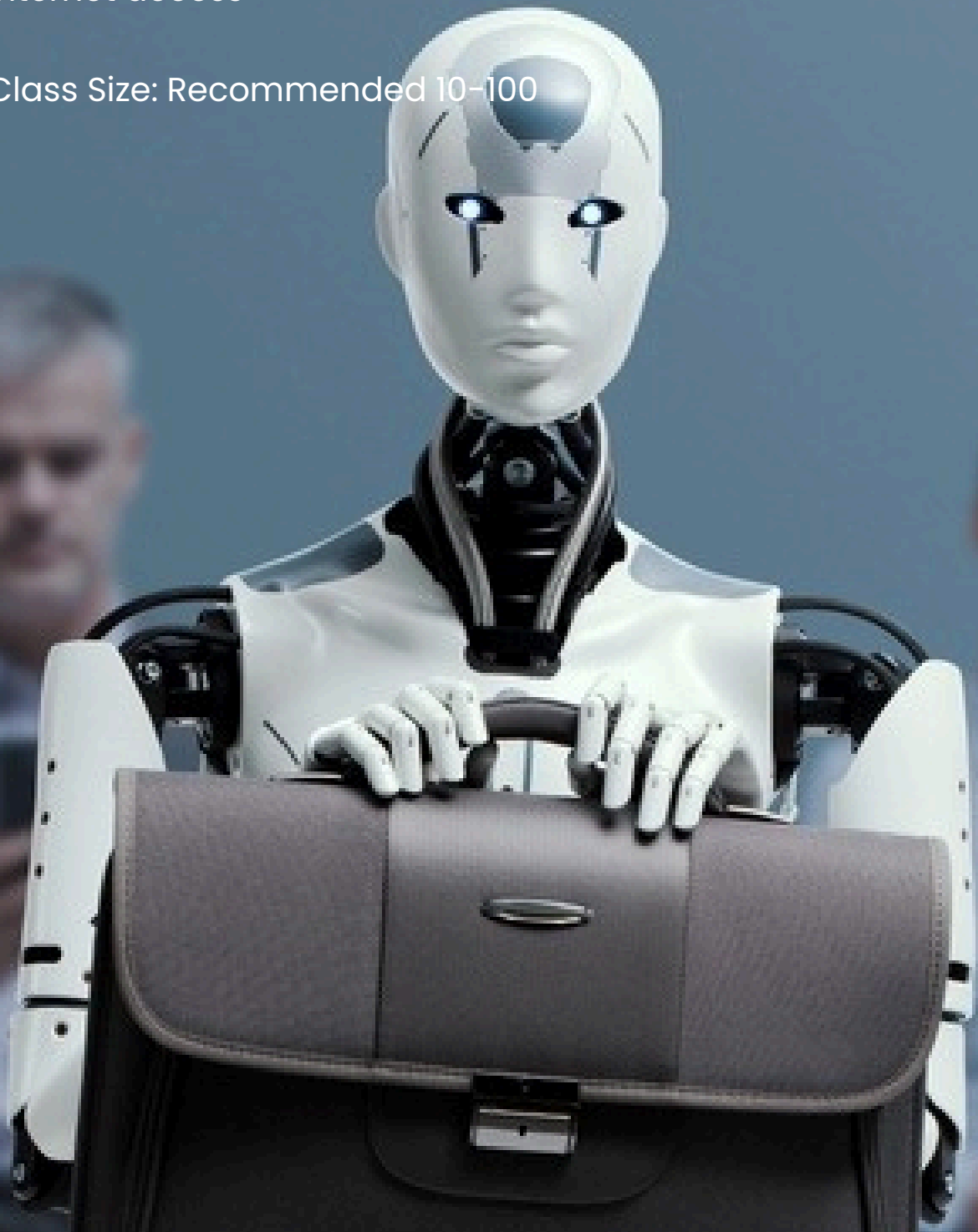
# Course Overview

**Target Audience:**

Professionals with no technical background seeking to leverage AI tools

**Prerequisites:** Basic computer literacy, smartphone/laptop with internet access

Class Size: Recommended 10-100



Day 1

# AI Foundations and Productivity Enhancement (2 Hours)

## Learning Objectives

By the end of Day 1, participants will be able to:

- Understand AI capabilities and limitations
- Write effective prompts for different purposes
- Use AI to automate repetitive tasks
- Enhance their productivity using AI tools

## Session Breakdown

### Introduction (20 minutes)

- Welcome and course overview (5 mins)
- AI fundamentals and workplace impact (15 mins)

### Core AI Skills (60 minutes)

- Getting started with AI assistants (15 mins)
- Prompt engineering fundamentals (15 mins)
- Hands-on exercises:
  - Writing effective prompts (15 mins)
  - Task automation basics (15 mins)

### Practical Applications (30 Minutes)

- Productivity enhancement demos:
  - Email and communication automation
  - Document summarisation
  - Meeting notes and action items
- Q&A and Day 1 wrap-up (10 mins)

### Teaching Methodologies

- Live demonstrations
- Hands-on practice
- Real-time feedback
- Group exercises



# Day 2

## Advanced Applications and Implementation (2 Hours)

### Learning Objectives

By the end of Day 2, participants will be able to:

- Create various types of content using AI
- Build simple automation workflows
- Use AI for decision-making support
- Implement AI tools in their daily work

### Session Breakdown

#### Advanced Applications (60 minutes)

- Content creation with AI (20 mins)
  - Writing different types of content
  - Image generation basics
  - Social media content
- Process Automation (20 mins)
  - Workflow automation examples
  - Integration with existing tools
  - Simple chatbot creation
- Decision Support (20 mins)
  - Data analysis basics
  - Market research automation
  - Customer insight generation

#### Implementation Planning (50 minutes)

- Personal AI workflow development (20 mins)
- Security and best practices (15 mins)
- Action plan creation (15 mins)

#### Assessment Methods

- Pre and post-course surveys
- In-class exercises
- Implementation plan quality

#### Wrap-up (10 minutes)

- Resources for continued learning
- Final Q&A

#### Assessment Methods

- Digital handbook
- Practice exercises
- Templates and checklists
- Resource links
- Implementation guide

# 8-Weeks Comprehensive Program

## Programme Overview

**Format:** Weekly 3-hour sessions

**Homework:** 2-3 hours per week

**Project Work:** Ongoing throughout the course

## Week 1: AI Foundations and Workplace Integration

### Learning Objectives

- Understand AI fundamentals and capabilities
- Navigate common AI tools
- Identify automation opportunities
- Apply ethical considerations

### Session Breakdown

- AI basics and workplace applications (45 mins)
- Tools overview and setup (45 mins)
- Identifying automation opportunities (45 mins)
- Hands-on practice and Q&A (45 mins)

## Week 2: Productivity Enhancement and Task Automation

### Learning Objectives

- Master prompt engineering
- Create automation workflows
- Streamline repetitive tasks
- Enhance communication efficiency

## Week 3: Content Creation and Management

### Learning Objectives

- Create various content types with AI
- Generate and edit images
- Develop marketing materials
- Build professional documents

## Week 4: Decision Support and Analysis

### Learning Objectives

- Use AI for data analysis
- Automate research processes
- Generate insights from information
- Enhance decision-making



# 8-Weeks Comprehensive Program

...Continued

## Week 5: Website and Chatbot Development

### Learning Objectives

- Build simple websites with AI
- Create basic chatbots
- Understand integration options
- Implement automated systems

## Week 6: Business Process Integration

### Learning Objectives

- Map processes for AI integration
- Implement workflow automation
- Measure automation impact
- Optimize existing processes

## Week 7: Advanced Applications and Career Enhancement

### Learning Objectives

- Use AI for job applications
- Create professional portfolios
- Enhance interview preparation
- Develop career advancement strategies

## Week 8: Implementation and Future Planning

### Learning Objectives

- Create comprehensive AI workflows
- Develop implementation strategies
- Plan for emerging technologies
- Build continuous learning paths

## Assessment Framework

### Continuous Assessment (60%)

- Weekly practical assignments
- Implementation exercises
- Tool proficiency demonstrations



# 8-Weeks Comprehensive Program

... *Continued*

## **Final Assessment (40%)**

- Comprehensive workflow project
- Implementation presentation

## **Teaching Resources**

### **For Students**

- Course workbook
- Practice exercises
- Templates
- Resource library

## **Technical Requirements**

- Laptop/desktop computer
- Stable internet connection
- Access to required AI tools
- Basic software (web browser, document editor)



A woman with dark skin and long braids is smiling while talking on a white headset. She is holding a dark grey tablet with both hands and looking at the screen. She is wearing a green long-sleeved shirt and a white safety harness. The background shows a warehouse setting with cardboard boxes on shelves.

# VIRTUAL ASSISTANT





BECOMING A

# VIRTUAL ASSISTANT

BROCHURE



A woman with short dark hair is wearing a large black headset with a microphone. She is looking down at a laptop screen, which is partially visible at the bottom of the frame. She has a slight smile on her face. The background is blurred, showing what appears to be an office or home workspace.

# Ready to Build a Thriving Career as a Virtual Assistant?

The demand for skilled Virtual Assistants is higher than ever. Companies globally are relying on talented VAs to enhance productivity, manage critical tasks, and drive business success. This surge presents abundant opportunities for individuals looking to embrace flexibility, achieve financial independence, and excel in a rewarding remote career.

Tritek's Virtual Assistant Mastery is a dynamic, 5-week online program designed to equip you with essential skills, practical insights, and the confidence required to become an in-demand Virtual Assistant.

Whether you're switching careers or starting fresh, our comprehensive course positions you for success.





# Why Tritek's Virtual Assistant Mastery Stands Out:

- **In-Depth Curriculum:** Covering foundational skills through advanced client management and specialized services.
- **Real-World Experience:** Engage with practical assignments, real-life scenarios, and quizzes.
- **Expert Guidance:** Learn from seasoned VA experts dedicated to your professional growth and success.
- **Fully Flexible Learning:** Enjoy self-paced modules complemented by interactive weekly Q&A sessions, accessible anytime, anywhere.
- **Career-Oriented Training:** Build a compelling personal brand, master client acquisition techniques, and develop long-term client relationships.
- **Supportive Community:** Connect with peers, exchange insights, and build valuable professional networks.
- **Extensive Resources:** Access downloadable toolkits, templates, checklists, and recorded instructional sessions.
- **Certification:** Earn a recognized certificate to validate your professional skills upon course completion.



# Comprehensive Weekly Breakdown:

## **Week 1: Getting Started with Virtual Assistance**

- Clarify the VA role, duties, and service spectrum.
- Explore remote work opportunities and its advantages.
- Master critical productivity tools: Gmail, Zoom, Microsoft Teams, Google Drive, Dropbox.
- Create a professional remote workspace and manage global schedules effectively.
  - Activities: Skills checklist, email signature creation.
  - Assessment: Quiz on VA fundamentals.

## **Week 2: Effective Communication & Collaboration**

- Excel in professional communication, perfecting emails and client interactions.
- Collaborate effortlessly using Slack, Microsoft Teams, Google Workspace (Docs, Sheets, Calendar).
- Efficiently manage calendars, appointments, and automated reminders.
  - Activities: Practice professional email drafting, mock meeting scheduling.
  - Assessment: Practical collaboration exercise.





# Comprehensive Weekly Breakdown:

## **Week 3: Administrative Excellence & Task Management**

- Tackle administrative tasks with ease, from report creation to file management.
- Optimize workflows with task management tools (Trello, Asana, ClickUp, Monday.com).
- Implement time management strategies and utilize tools like Toggl and Clockify.
  - Activities: Trello task setup, time tracking.
  - Assessment: Task management and prioritization quiz.

## **Week 4: Specialized Services & Personal Branding**

- Expand your service range: social media management, basic bookkeeping, customer support.
- Create a professional LinkedIn profile, impactful VA portfolio, and persuasive client proposals.
  - Activities: Social media calendar planning, LinkedIn optimization, proposal writing.
  - Assessment: Submit mock portfolio and client proposal.



# Comprehensive Weekly Breakdown:

## **Week 5: Client Acquisition, Business Essentials & Final Project**

- Master client-finding strategies using LinkedIn, Facebook, Upwork, Fiverr, and PeoplePerHour.
- Develop excellent client management techniques to build lasting relationships.
- Learn the business aspects: pricing strategies, contract negotiation, invoicing, and payment management.
  - Activities: Client research, invoice creation.
  - Final Project: Present a comprehensive VA solution for a simulated client.
  - Assessment: Project review and personalized feedback.

## **Additional Course Highlights:**

- Interactive Live Sessions: Weekly Q&A with instructors and students.
- Rich Resource Library: Extensive downloadable resources and recorded lectures.
- Official Certification: Verified certificate upon course completion.
- Optional Mentorship: Personal coaching from experienced VAs.





# Start Your Virtual Assistant Career Today!

**Website:** [www.tritekacademy.co.uk](http://www.tritekacademy.co.uk) **Email:**

**[info@tritekacademy.co.uk](mailto:info@tritekacademy.co.uk) Phone:** +44 7572 277858

**Tritek – Equipping You for Remote Career Success.**

Take this course to gain practical skills, professional confidence, and a competitive edge that positions you perfectly in the growing Virtual Assistant industry.





**BROCHURE**

# Product Design

Ui/Ux (Brochure)





## UX Design Curriculum

- Figma Education plan free (For Design & Design Planning)
- Figjam (For UI/UX planning)
- Google Docs (For documentation)
- Googlemeet(For meetings)
- Google Forms (For research Questionnaires)
- Behance (Portfolio creation)
- ChatGPT (Gathering Data For Research)

## Course Duration

- 8 weeks Training
- 3 weeks for Project
- 1 week for Project showcase

# Module 1 (Week 1)

## Introduction to UI/UX & Design Theory

### 01. Product design and design thinking

- Understand what product design entails in practice.
- Know what product designers do (eg. day in the life of a product designer).
- Know the industry outlook and career landscape for product designers.
- Understand the design thinking methodology as the foundation for building great products.

### 02. UI Design: Typography

- Font size, font weight, and other properties (leading, kerning, etc.)
- Hierarchy
- Defining text styles
- Font types/classes and choosing

### 03. Understanding Design Briefs Critiquing design

Learn what it's like to receive a brief from a client or product manager and best practices in regards to approaching a design project, including asking the right questions.



## **Module 2** (Week 2)

# **Visual Principle & Introduction to User Research**

### 04. **UI Design: Color**

- Understand color terminologies: eg. hue, value, and saturation
- Color wheel: how to pick colors, color meanings
- Contrast and accessibility

### 05. **Design Sprint**

- Understand what design sprints entail including the step-by-step process
- Know how to conduct a design sprint

### 06. **Empathize Phase: Conducting user research**

- Understand the popular user research methods such as interviews, surveys, competitor analysis, etc.
- Know how to create a user research plan

## Module 3 (Week 3)

# Visual Principle & Introduction to User Research

### 07. UI Design: Grids & Layouts

- Learn how to design with grids
- Learn how to create visually interesting page layouts

### 08. Define Phase: Analysing Research to find insights

- Learn how to make sense of the data gathered during user research.
- Understand how to create personas, empathy maps, and user journeys.

### 09. UI Design: Guiding Principles

- Learn about the principles that guide interface design — contrast, repetition, alignment, proximity, hierarchy, size/proportion, and balance.
- Know how to apply them.



## Module 4 (Week 4)

# Streamlining Ideas & Planning the Design

### 10. Define Phase: Framing the problem to solve.

- Learn how to create a point of view (POV)
- Learn how to create How Might We (HMW) statements

### 11. UI Design: Imagery, Iconography and illustrations

- Learn how to select images, icons, and illustrations for projects.
- Understand the guidelines for using
- images, icons, and illustrations in projects.

### 12. Ideate Phase: How to come up with ideas.

- Learn the different ideation techniques for idea generation eg. crazy 8s, brainstorming, mind mapping, Storyboarding, etc.

## **Module 5** (Week 5)

### **UI Design in Practice**

#### **13. UI Design: Interface Element 1**

- Learn the different elements that make up an interface eg. navigation, buttons, tables, forms, lists & cards, modals, etc.

#### **14. UI Design: Interface Element 2**

- Learn the different elements that make up an interface eg. navigation, buttons, tables, forms, lists & cards, modals, etc.

#### **15. Ideate Phase: Information Architecture**

- Learn how to organize and structure information on a website or app.
- Learn how to create user flows.

#### **16. UI design: Style and design**

- Learn how to gather inspiration and create moodboards.

#### **17. Prototype Phase: Sketching & Wireframing**

- Learn how to rapidly sketch ideas on paper.



# Career Roadmap



## STEP 1:

**Training:** Online or Onsite training in UiUx is for 8 Weeks

## STEP 2:

**Work Experience** - Collaboratively working on live projects with candidates to get real life experience.



## STEP 3:

**Mentorship** - Access to a mentor for interview preparation and job applications

## STEP 4:

**Referencing** - Referencing from an established company





## FAQ

- **Are your projects real?**

*All our projects are real projects, focusing on IT and digital sectors*

- **What type of projects will I be working on?**

The projects you'll engage in focus on crafting digital products that possess visual allure, user-friendly interfaces, and align seamlessly with the requirements of both end-users and the business.

- **Do I need certification to secure a role?**

*Although certification will give you an added advantage, practical experience is what is needed to secure a role*

- **I work full time, how flexible is your Program?**

*Extremely flexible. Meetings are in the evenings, and we work around your availability.*

- **How long is the work experience?**

*The training program spans 8 weeks, comprising 3 weeks dedicated to project work and an additional week allocated for the project showcase.*

- **Do you offer Certification?**

*Upon completion, we provide a CPD-certified certificate.*





**BROCHURE**

# DIGITAL MARK ETING

**Tritek**  
ACADEMY



## **Digital Marketing Curriculum Now Tritex Academy**

This comprehensive course is designed to equip students with the essential knowledge and skills needed to thrive in the dynamic field of digital marketing. Covering a wide range of topics, from the fundamentals to advanced strategies, this course will prepare you to create, implement, and manage effective digital marketing campaigns. By the end of the course, You will have hands-on experience with the latest tools and techniques, enabling you to drive measurable results and enhance brand presence in the digital landscape. This comprehensive programme covers consumer psychology, effective marketing, content marketing, social media, and personal branding and more. This is a Zero-to-Hero course designed for everyone from beginners with little to no digital marketing background to experienced professionals.

### **Why This Course?**

1. **High Demand for Digital Marketing Skills: Growing Industry:** The digital marketing industry is expanding rapidly, creating numerous job opportunities. Companies of all sizes are seeking skilled professionals to help them navigate the digital landscape. **Career Advancement:** Gaining expertise in digital marketing can significantly enhance your resume, making you a more attractive candidate for a wide range of positions in marketing, advertising, and related fields.
2. **Comprehensive Learning Experience:** The course covers all essential aspects of digital marketing, including SEO, social media, content marketing, email marketing, PPC, and more. This ensures a wellrounded understanding of the field.



...Continued

## Why This Course?

3. **Hands-On Training:** Practical assignments, projects, and interactive workshops provide real-world experience, allowing you to apply theoretical knowledge in practical scenarios.
4. **Versatility and Flexibility:** Diverse Career Paths: Digital marketing skills are applicable across various industries, from retail and healthcare to finance and technology. This versatility allows you to explore different career paths and industries.
5. **Remote Work Opportunities:** Many digital marketing roles offer the flexibility to work remotely, providing you with the freedom to work from anywhere in the world.
6. **Networking Opportunities:** The course provides opportunities to connect with industry experts, fellow students, and potential employers. Building a strong professional network can open doors to new job opportunities and collaborations.

## Job Profile

1. Marketing Manager
2. Social Media Manager
3. Digital Marketing Manager
4. SEO Specialist
5. Affiliate Marketer
6. Content Writer
7. E-commerce Manager
8. Email Marketing Specialist
9. Growth Hacker
10. Influencer Marketing Manager
11. Product Marketing Manager
12. Brand Manager/ORM
13. Entrepreneur

# Modules

## Module 1

### Introduction to Digital Marketing

- Overview of Digital Marketing
- Importance and Benefits of Digital Marketing
- Digital Marketing Landscape and Trends

## Module 2

### Pay-Per-Click (PPC) Advertising

- Google Ads
- Setting up Google Ads Account
- Campaign Types and Objectives
- Keyword Research and Selection
- Ad Creation and Extensions
- Bidding Strategies and Budget Management
- Performance Tracking and Optimization
- Meta (Facebook and Instagram) Ads
- Setting up Meta Ads Manager
- Audience Targeting and Segmentation
- Ad Formats and Creative Best Practices
- Budgeting and Bidding Strategies
- Analytics and Reporting
- TikTok Ads
- Overview of TikTok Ads Platform
- Creating Effective TikTok Ads
- Targeting Options and Ad Placement
- Measuring and Optimizing Ad Performance

## Module 3

### Content Marketing

- Understanding Content Marketing
- Social Media Platforms
- Instagram
- Content Strategies for Instagram
- Reels, Stories, and Posts
- Instagram Analytics
- Facebook
- Content Strategies for Facebook
- Engaging with Facebook Groups and Pages
- Facebook Analytics
- TikTok
- Creating Engaging TikTok Content
- Viral Trends and Challenges
- TikTok Analytics
- Content Creation Tools and Techniques
- Developing a Content Calendar
- Measuring Content Performance

## Module 4

### Content Marketing

- Introduction to SEO
- Keyword Research and Analysis
- On-Page SEO Techniques
- Off-Page SEO Strategies
- Technical SEO
- Local SEO
- SEO Tools and Analytics
- Measuring SEO Success



*...Continued*

## Module 5

### Funnel Building

- Understanding Marketing Funnels
- Stages of the Funnel: Awareness, Interest, Decision, Action.
- Creating Effective Landing Pages
- Lead Magnets and Conversion Strategies
- Automation and CRM Integration
- Funnel Analytics and Optimization

## Module 6

### Branding

- Introduction to Branding
- Elements of a Strong Brand
- Brand Identity and Positioning
- Developing a Brand Voice and Messaging
- Visual Branding: Logos, Color Schemes, and Typography
- Building Brand Loyalty and Advocacy

## Module 7

### Email Marketing

- Basics of Email Marketing
- Building and Segmenting Email Lists.
- Crafting Effective Email Campaigns
- A/B Testing and Optimization
- Email Marketing Tools
- Analyzing Email Performance Metrics

## Module 8

### Personal Branding

- Importance of Personal Branding
- Building Your Personal Brand Online
- Leveraging Social Media for Personal Branding
- Content Creation for Personal Branding
- Networking and Building Relationships
- Measuring Personal Brand Growth

## Module 9

### Personal Branding

- Introduction to Influencer Marketing
- Identifying the Right Influencers
- Building and Maintaining Relationships with Influencers
- Negotiating and Contracting Influencers
- Measuring Influencer Campaign Success

## Module 10

### Digital Marketing and Entrepreneurship Skills Training

- Digital Marketing for Entrepreneurs
- Developing an Entrepreneurial Mindset
- Creating a Digital Marketing Plan for Your Business
- Budgeting and Financial Planning for Marketing
- Legal and Ethical Considerations in Digital Marketing
- Case Studies of Successful Digital Marketing Campaigns by Entrepreneurs



...Continued

## Extra Module

### Marketing Strategy for a Business

- How to launch a business page
- Differences between the personal page and business pages.
- How to create adverts for your personal brand.

### Practical Assignments and Capstone Project

- Hands-on Projects for Each Module
- Real-world Case Studies and Analysis
- Capstone Project: Developing and Implementing a Comprehensive Digital Personal brand.

BROCHURE

**DIGITAL  
MARK  
ETING**



# Road Map



SUCCESS STORIES

07.

REFERENCE

06.

MENTORSHIP

05.

WORK EXPERIENCE

04.

TRAINING

03.

02.

ACCESS TO DIGITAL PLATFORMS AND TRAINING MATERIALS

REGISTER

01.









# CYBER SECURITY

## BROCHURE

**Tritek**  
ACADEMY

**CPD**  
The CPD Certification Service

Featured in

**Forbes** AFRICA



# 6-Weeks Training Plan

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Class Duration: 3-4 Hours



# Week **1**

## Networking Fundamentals & Basic Security Concepts

### 1 Learning Objectives:

- Grasp essential networking concepts.
- Understand basic security principles.

### 2 Topics Covered:

- Introduction to Networking: LAN, WAN, MAN
- OSI & TCP/IP models, IP addressing & subnetting
- Overview of common network devices: routers, switches, firewalls
- Basic security principles: Confidentiality, Integrity, Availability (CIA Triad)

### 3 Hands-on Lab:

- Use Cisco Packet Tracer or similar tools to set up a small network with basic security measures (firewall configuration, subnets).

# Week 2

## Network Protocols, Secure Network Design & Introduction to Threats

### 1 Learning Objectives:

- Develop a deeper understanding of network protocols and secure network design.
- Learn about common cyber threats.

### 2 Topics Covered:

- Protocols: HTTP/S, FTP, DNS, DHCP, TCP/UDP
- Secure network architecture: VLANs, VPNs, DMZ, network segmentation
- Introduction to Cyber Threats: malware, social engineering, DDoS, MITM
- Vulnerability management processes: scanning, identifying, remediating

### 3 Hands-on Lab: -

- Design a secure network with VLANs and VPNs.
- Conduct a basic vulnerability scan using Nmap.



# Week **3**

## Linux Fundamentals & Security

### 1 Learning Objectives:

- Learn the basics of Linux OS and its security features.
- Develop skills in Linux command-line operations and security configurations.

### 2 Topics Covered:

- Linux distributions, installation, and navigation
- Command-line basics: file manipulation (ls, cp, mv), permissions (chmod, chown)
- - Linux networking basics: ifconfig, ping, netstat
- Securing Linux systems: configuring SSH, setting up firewalls, managing processes.

### 3 Hands-on Lab:

- Install and secure a Linux environment, configure SSH, and set up a basic firewall.

# Week 4

## Encryption, Identity & Access Management (IAM)

### 1 Learning Objectives:

- Understand encryption methods and access control models.
- Implement secure authentication mechanisms.

### 2 Topics Covered:

- Symmetric vs. asymmetric encryption, hashing, common encryption protocols (AES, RSA)
- Identity and Access Management (IAM): RBAC, MFA, and access control models
- Secure protocols: SSL/TLS, IPsec

### 3 Hands-on Lab:

- Configure secure protocols (e.g., SSL/TLS for web servers) and implement basic IAM policies (MFA, role-based access control).



# Week 5

## Security Operations & Incident Response

### 1 Learning Objectives:

- Develop skills in monitoring and responding to security incidents.
- Understand basic digital forensics and incident management processes.

### 2 Topics Covered:

- Security monitoring tools: IDS/IPS, SIEM systems
- Incident response steps: detection, containment, eradication, recovery
- Introduction to digital forensics: evidence gathering, chain of custody, basic analysis

### 3 Hands-on Lab:

- Set up and configure a basic IDS/IPS in a simulated environment.
- Walk through a simulated incident response scenario

# Week **6**

## Security Operations & Incident Response

### 1 Learning Objectives:

- Gain understanding of cybersecurity regulations, standards, and best practices for risk management.
- Learn how to ensure compliance in an enterprise setting.

### 2 Topics Covered:

- Governance, Risk, and Compliance (GRC): GDPR, HIPAA, PCI-DSS
- Risk management: risk identification, mitigation strategies
- Business continuity and disaster recovery: planning and implementation

### 3 Hands-on Lab:

- Conduct a risk assessment and create a basic business continuity plan



# 6-Week

## Hands-On Project (Phased Approach)

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The project will assess students' ability to integrate the skills learned during the 6-week course. The project is broken down into phases, allowing for regular check-ins and mentoring. Each phase focuses on a specific aspect of the cybersecurity environment and culminates in a final assessment.

# Week ~~7~~ 8 (Phase 1)

## Network Design and Security Implementation

### 1 Objective:

- Design a secure network that includes firewalls, VLANs, and VPNs.
- Apply network segmentation and other defense-in-depth strategies.

### 2 Deliverable:

- A secure network design document and simulation (using tools like Cisco Packet Tracer).

### 3 Mentorship & Assessment:

- Review network design and provide feedback on security measures.



# Week ~~9-10~~ (Phase 2)

## Linux System and IAM Setup

### 1 Objective:

- Set up a Linux-based server and implement Identity & Access Management policies.
- Ensure the server is properly secured using firewalls and secure protocols.

### 2 Deliverable:

- Linux server setup with secure SSH, firewall, and IAM policies implemented.

### 3 Mentorship & Assessment:

- Mid-project review to assess progress and troubleshoot any issues.

# Week **11** (Phase 3)

## Incident Response and Forensics

### 1 Objective:

- Simulate a cyber attack (e.g., phishing or DDoS) and respond using incident response procedures.
- Perform a basic forensic investigation, gathering and analyzing evidence.

### 2 Deliverable:

- Incident response report and analysis of logs from the attack simulation.

### 3 Mentorship & Assessment:

- Provide feedback on incident response execution and forensic analysis.



# Week 12 (Phase 4)

## Final Presentation & Capstone Project Review

### 1 Objective:

- Present the complete project, showcasing secure network setup, Linux configuration, IAM policies, and incident response capabilities.

### 2 Deliverable:

- Comprehensive report and presentation

### 3 Final Assessment:

- Final evaluation of the complete project, covering all phases, with feedback on strengths and areas for improvement.

# SUCCESS STORIES



**A very Big congratulations to Lola for securing a role as an Infrastructure Auditor in the Cybersecurity and Infrastructure audit team of a top Bank.**

I want to talk about my experience of the cyber security course. I was part of the first cohort. My background is Accounting and Auditing. I stepped into a cyber risk audit role by chance and I had been looking for the best course to hone my skills. I asked for advice from a lot of people, attended some short courses but nothing prepared me for the depth of Knowledge and information covered by the Tritex Cyber Sec training.

The Cyber security course was well structured and covered a lot of depth, even in areas that I didn't think were related to Cyber e.g forensic accounting.

Post training I got more confident in looking for roles and putting myself forward for relevant vacancies. In Dec 2022, I got a role as an Infrastructure Auditor in the Cybersecurity and Infrastructure audit team of a top Bank.





## FAQ

- **Are your projects real?**

*All our projects are real projects, focusing on IT and digital sectors*

- **What type of projects will I be working on?**

*The projects you will be involved in encompass safeguarding an organization's information systems, networks, and data against potential threats and vulnerabilities.*

- **Do I need certification to secure a role?**

*Although certification will give you an added advantage, practical experience is what is needed to secure a role*

- **I work full time, how flexible is your program?**

*Extremely flexible. Meetings are in the evenings, and we work your around availability.*

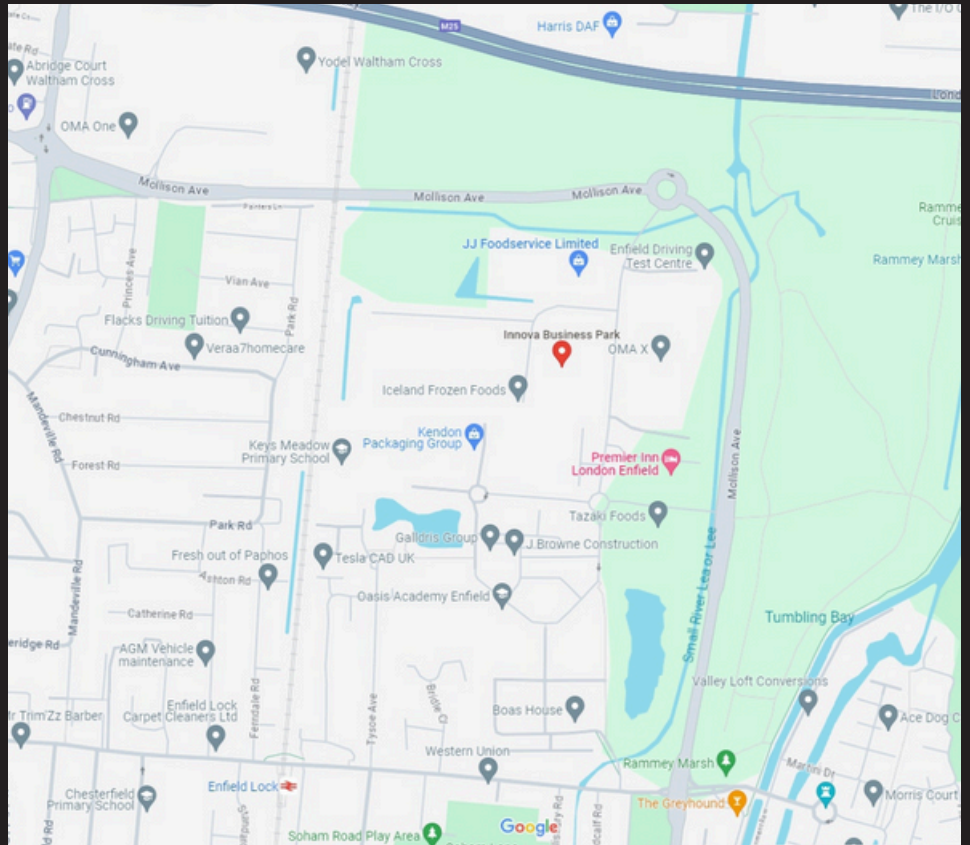
- **How long is the work experience?**

*The Cyber Security Training Program is a 7-week interactive virtual training program, followed by 2-week project work.*

- **Do you offer Certification?**

*Upon completion, we provide a CPD-certified certificate.*

# Contact Us



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