



ARTEMIS REMOTE
AN ARTEMIS IQ GLOBAL COMPANY

PROGRAMME PROSPECTUS

Talent Accelerator

A structured four week programme that prepares you for remote work with international companies, then puts you in front of them.

NEXT COHORT

18 September 2026

Applications open now

remote.artemisiqglobal.com

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Where local talent meets global teams.

Artemis Remote recruits, trains, places and manages skilled remote professionals for companies in the United States, United Kingdom, Canada, Australia and locally. We are the talent arm of Artemis IQ Global.

When we place someone, we stand behind them. We train them, we supervise the work and we stay involved with the client. That is the difference between managed capability and a job board, and it is why our clients keep coming back to us for people.

The Talent Accelerator exists because we kept meeting capable people who were losing out for reasons that had nothing to do with ability. They were applying to the wrong roles, describing their experience in language international employers do not recognise, or lacking confidence with the everyday tools those employers expect. All three are fixable.

Preparation, not promises.

The Accelerator does not sell you a job. It makes you the candidate a client says yes to, and puts you first in the queue when a role opens.



THE PROGRAMME

At a glance

FORMAT	Self paced online programme, studied around your existing commitments
DURATION	Four weeks. Most participants complete the core modules in about two
NEXT COHORT	Begins 18 September 2026
SUPPORT	All day support from our team on WhatsApp throughout
ASSESSMENT	Practical tool capability testing, not written exams
AFTER COMPLETION	Ongoing mentorship and priority placement
FEE	USD 200, once off

WHAT MAKES IT DIFFERENT

Our recruitment team works for you.

You are not left to search alone once the training ends. Our team actively looks for roles that match your skills and puts your profile forward.

ADMISSIONS

Who this programme is for

The Accelerator suits professionals who are ready to work with international teams and want to close the gap between their ability and how they present it.

You will get the most from it if you have

- Strong written and spoken English
- A reliable internet connection and a working device
- A quiet, private place to work
- The self discipline to work without supervision
- Some professional or administrative experience, in any field

Roles our clients recruit for

Virtual Assistant

Executive Assistant

Operations and Admin Support

Customer Support

Bookkeeping and Accounts

Sales and Appointment Setting

A formal qualification is not required. Attitude, reliability and consistency matter more.

PART ONE

What you will learn

The foundation. How remote work with international teams actually operates, and the habits that keep people employed once they are placed.

01 Remote Work Foundations

What working remotely for an overseas company really involves, and what clients expect from the first week.

02 Communicating With International Teams

Written updates, raising problems early, and working well across distance and time zones. The single biggest reason people are kept or dropped.

03 The Essential Tools

Google Workspace, Slack and project tools. The workflow behind them, not just where the buttons are.

04 Your CV At International Standard

Rebuilding your CV so an overseas employer and an applicant tracking system both understand it.

05 Interview Preparation

How international employers interview, what they are testing for, and how to answer with confidence on camera.

06 Getting Hired And Staying Hired

Reliability, availability and the professional habits that turn one placement into a long engagement.

PART TWO

Tool capability training and testing

Employers do not ask whether you have heard of a tool. They ask whether you can use it on day one. This part of the programme is practical, and it is tested. You demonstrate the workflow rather than sit an exam.

CRM systems

Managing contacts, pipelines, notes and follow ups so nothing is lost and the team can see status at a glance.

Slack and team chat

Channels, threads, etiquette and knowing what belongs in chat rather than email or a call.

Google Workspace

Docs, Sheets, Drive, Calendar and the file and sharing discipline that keeps a team organised.

Email and inbox management

Triage, prioritisation, drafting on behalf of a busy person, and keeping an inbox genuinely under control.

Using AI intelligently

Working faster with AI without losing accuracy or judgement. What to delegate to it, what to check, and what never to send unchecked.

Assessment is practical. You complete a task in each tool category and receive feedback, so what you leave with is evidence you can point a client to, not just a certificate.

PART THREE

Finding and winning the work

Knowing how to do the job is only half of it. This part covers where the roles actually are and how to approach them so you are shortlisted rather than ignored.

Where to apply

The platforms and channels international employers genuinely use to hire remote support staff, and which ones are worth your time.

How to apply

Reading a job post properly, matching your evidence to what the employer is actually asking for, and writing an application that does not read like everyone else's.

The international CV format

The structure, language and level of detail overseas employers expect, and the common mistakes that get a strong candidate filtered out.

Your professional profile

Presenting yourself consistently across your CV, your profile and your first message, so a client sees one credible person.



The part that continues

Training ends. Our involvement does not. Completing the Accelerator places you in our prepared talent pool, and that is where the value compounds.

Priority placement

When a client brief comes in, prepared talent pool members are the first people we put forward, because we already know they are ready.

Our recruitment team works for you

We actively look for roles that match your skills and approach employers on your behalf. You are not searching alone.

Ongoing mentorship

Continued access to our team for advice on applications, interviews and the first months in a new role.

Support that does not stop at placement

Once you are placed, Artemis stays involved with you and the client, so problems get solved rather than becoming reasons to let you go.

Placement depends on client demand and how well your skills match an open role. We do not guarantee employment, and we would be cautious of anyone who does.

HOW IT RUNS

Your journey, week by week

The programme is self paced, so these are guides rather than deadlines. Most participants finish the core in about two weeks and use the remaining time for the practical work.

1

Before you start

You receive your access code, set up your account and complete a short readiness check so we know your starting point.

2

Week one

Foundations and communication. How international teams work, and how to write and update in a way clients trust.

3

Week two

Tools. Hands on training and capability testing across CRM, Slack, Google Workspace, email management and AI.

4

Week three

Positioning. Your CV rebuilt to international standard, your profile aligned, and interview preparation.

5

Week four

Application. Where and how to apply, your first focused applications, and a review with our team.

+

From then on

You enter the prepared talent pool. Mentorship continues and our recruitment team begins putting you forward.

FEES AND HOW TO JOIN

Enrolment

PROGRAMME FEE

USD 200

 once off

Covers the full four week programme, tool capability testing, all day WhatsApp support, ongoing mentorship and entry to the prepared talent pool. Not a subscription.

What is included

- Six core modules, self paced and available for the full programme
- Practical tool capability training and testing
- Your CV rebuilt to international standard
- Interview preparation
- All day support from our team on WhatsApp
- Ongoing mentorship after completion
- Priority placement in our prepared talent pool

How to join

- 1 Message our team on WhatsApp to confirm your place in the cohort.
- 2 Go to remote.artemisiqglobal.com/pay and pay using any of the methods listed.
- 3 Send your proof of payment on WhatsApp or by email.
- 4 We send your access code. Register at remote.artemisiqglobal.com/learn.
- 5 Begin on 18 September with the rest of your cohort.

PAYMENT

remote.artemisiqglobal.com/pay

All available payment methods are listed there. Once you have paid, send your proof of payment to +263 71 527 0660 on WhatsApp, or email jobs@artemisiqglobal.com.

Applying to Artemis Remote and being placed with a client is always free. The Accelerator is a separate preparation programme.



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NEXT COHORT BEGINS 18 SEPTEMBER 2026

APPLY AND ENROL

remote.artemisiqglobal.com

WHATSAPP

+263 71 527 0660

EMAIL

jobs@artemisiqglobal.com

GROUP

artemisiqglobal.com

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The Talent Accelerator is a preparation programme. It does not guarantee employment.

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