

# FARM OFFICE EFFICIENCIES WORKSHOP



## ***More organisation. Less office time.***

**An interactive workshop full of useful tips and information.** This workshop has been designed specifically for farm businesses.

Learn practical ways to set up and manage your farm office.

All members of the business who are involved with managing the office work, administration and record keeping are encouraged to attend.

## **QUAIRADING**

Quairading CRC (Parker Street)

**THURSDAY 22 JUNE 2017**

Arrive for a 9am sharp start- finishing 3pm

Online registration essential- no later than 14 June.

This workshop has received very positive feedback from all participants, no matter their prior level of office skills.

*"It's always nice to get information that can make a difference to your business immediately ... Brilliantly presented! ... Thank you for organising a fantastic course. I learnt a lot of time saving tips and yesterday started to rearrange and sort our office! ... The workshop was excellent & I would thoroughly recommend it"*

## **TOPICS COVERED**

- Reduce office time by being organised
- Office design and essential equipment
- Systems and processes for mail sorting, finances and office filing
- Keeping of physical records and staff records
- Going paperless – where to start
- Communication and farm meetings

**Minimum 8 farm businesses.**

**Maximum 20 participants.**

\$220 (inc GST) for the first person from a farm business.

\$132 (inc GST) for any other members of the same business.

Includes workshop manual & catering.

(No discount for non-farm businesses)

**Recommended by 99% of participants at 18 workshops across WA.**

**WORKSHOP DEVELOPMENT SUPPORTED BY:**



**REGISTER NOW** via WA Events page at [www.partnersingrain.org.au](http://www.partnersingrain.org.au)



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