



WORKSHOP: FARM OFFICE EFFICIENCIES

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.

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

Cost: \$385 (GST incl.) per person, per workshop.

Course materials, lunch and refreshments are included.

DISCOUNTS AVAILABLE

Early Bird Registration before 1st February to receive \$50 off

DISCOUNT - 2 people attend from same business receive \$50 off

50% Rebate Workshops are approved for NSW Rural Assistance Authority Farm Business Skills Program

A 50% rebate may be available for eligible participants (up to \$175 pp/w'shop)

This workshop was developed by PinG and GRDC; and is delivered by NSW PinG

TOPICS COVERED

INCLUDE:

- Reduce office time by being organized
- Office design and essential equipment
- Systems and processes for e-mail management,
- Online finances and filing
- Keeping of physical records and staff records
- Going paperless – where to start & what it involves
- Communication and farm meetings

Minimum 8 farm businesses.

Maximum 20 participants.

\$385 (inc GST) for the first person from a farm business.

Includes workshop manual & catering.

Recommended by 95% of participants at 4 workshops

"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! ... It was an absolutely brilliant course and I got so much out of it ... The workshop was excellent & I would thoroughly recommend it"

**PinG**
Partners in Grain

REGISTER NOW:

Go to the NSW Events page of:

www.partnersingrain.org.au/nsw-events

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