



Paperless Office Workshop



ARE YOU GETTING SWAMPED WITH PAPER IN YOUR OFFICE?

Because we know how important it is for you and your business to grow and prosper, PinGQld is now offering the Paperless Office Workshop online to enable you to learn all the skills to manage your paperless office system.

This workshop will provide you with the key knowledge, tips and tools to develop and manage your paperless farm or business office. We will break down the process of going paperless into manageable steps enabling you to increase the productivity and efficiency of the administration and management side of your business. The workshop is suitable for all rural and regional businesses.

The online workshop will be run over 3 sessions:

- **Session 1 - Monday 21 Sept, 11:30am - 1pm**
- **Session 2 - Tuesday 22 Sept, 11.30am - 1pm**
- **Review & QandA - Friday 25 Sept, 12.00- 1pm**

Topics covered include:

- Equipment and connections
- Efficient scanning
- Internet & enhancing your data use
- Data storage & security (including cloud storage)
- Back-ups & virus protection
- Efficient email communication and management
- Electronic storage and management of:
 - Financial records
 - Plant & Machinery records
 - HR records
 - Operations, livestock & technical information
- Mapping your paperless system
- Tips and tools for improving efficiency in your paperless office.

REGISTER NOW

Cost per person: \$230 Additional people from the same business: \$200

To register go to: www.partnersingrainqld.com.au/product/paperless-office/

Registrations close – 9 September 2020

Contact PinG to find out more:

admin@partnersingrainqld.com.au | phone 0409 814200 | visit our website

www.partnersingrainqld.com.au