

# Are you **suffering** from an office **melt-down**?



If you are - we can HELP!!

**Queensland Rural Women's Network & Partners in Grain** are hosting a **fun day** full of useful tips and information on every aspect of running an **efficient farm office**

Presenter **Jeannette Buegge** will cover the following topics:

- ☺ Organising your office ***What goes where?***
- ☺ Technology in the office ***What toys do we need?***
- ☺ Office Procedures ***What systems are required?***
- ☺ Recording Systems ***What Records to Keep?***
- ☺ Filing and Filing Systems ***What are they?***
- ☺ Storage ***What stays, what goes?***
- ☺ Managing Wages ***What are the employer's obligations***

Date	Town	Venue
Mon 31 <sup>st</sup> May 2010	Gympie	Hartbeat Training Unit 5, 24 Barter Street
Tues 1 <sup>st</sup> June 2010	Gayndah	Golden Orange Motel
Wed 2 <sup>nd</sup> June 2010	Monto	NBR Council Meeting Room
Thurs 3 <sup>rd</sup> June 2010	Kingaroy	Tobruk Room RSL
Fri 4 <sup>th</sup> June 2010	Clifton	F.E. Logan Hall

Courses will run from 9.00 am until 3.00 pm.

\$330 GST inc per person – This course is registered with FarmReady so you can claim the cost back post workshop (we will provide all the forms to you when you register)

**REGISTER WITH LESLEY THUN [hifields2@bigpond.com](mailto:hifields2@bigpond.com) or 0427 686224**

