

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?***
- ☺ 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	RSVP
Monday 2 August 2010	Dirranbandi	CWA Rooms	26 July
Tuesday 3 August 2010	Bollon	Tennis Club	27 July
Wednesday 4 August 2010	Surat	RSL Hall	28 July
Thursday 5 August 2010	Miles	Murilla Community Centre	29 July
Friday 6 August 2010	Pittsworth	TBA	30 July

Courses will run from **9.00 am until 3.00 pm.**

\$330 GST inc per person (second person from business \$110 GST inc) – This course is approved with FarmReady so primary producers may be able to claim the cost back post workshop (we will provide all the forms to you when you register)

Register with Theresa on 46259076 or 0428 147749

Testimonial from past participant – This was the best course I have done in years. Our business has grown but we're still doing the same things in the office we did 10 years ago! I'm now equipped with a much better system. Donna Fitch, Dairy Farmer, Kulpi, Qld

