

PAPERLESS FARM OFFICE

Made possible with support from Stirlings to Coast Farmers

NEW WORKSHOP

A workshop to assist in transitioning your business to a paperless farm office administration system.

This workshop will provide participants with the key knowledge and tips and tricks to develop and manage their own paperless farm office. It focuses on using technology to increase the productivity and efficiency of the administration and management side of the farm business. The workshop does not cover application or integration of machinery software.



Who should attend?

All members of the business who are involved in administrating or managing the farm office.

TOPICS COVERED

- 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:
 - Finance records
 - Plant & Machinery records
 - HR records
 - Operations, livestock & technical info
- Mapping your paperless system.
- Tips and tricks for improving efficiency

COST: \$275 (inc GST) for the first person from a farm business. \$165* (inc GST) for any other members of the same business

- *No discount for non-farm bus.
- Includes workshop manual & catering
- Minimum 8 farm businesses.
- Maximum 20-25 participants.

MT BARKER

Tuesday 7 August

Community Resource Centre - Arrive for a 9am sharp start- finishes 3pm

REGISTRATIONS ESSENTIAL via
www.pingwa.org.au/paperless

Enquiries: workshops@pingwa.org.au or call 0437 208 246

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