

PAPERLESS FARM OFFICE

This workshop will help red meat producers move their businesses to a paperless farm office administration system.

You'll gain the knowledge, tips and tricks to develop and manage your own paperless farm office.

You'll learn how to use technology to increase the productivity and efficiency of the administration and management side of your red meat business.



TOODYAY Wed 20 Mar 19

Toodyay Community Resource Centre (CRC), 111 Stirling Terrace

Start: 8.45am sharp - Finish: 3pm

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

Enquiries: workshops@pingwa.org.au

Who should attend?

All members of your red meat business involved in administrating or managing the farm office.

Made possible with support from MLA
(Meat and Livestock Australia) and
'Profitable Grazing Systems – your
pathway to success'



Hosted by:  Toodyay Community Resource Centre
Your local connection

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
- Note: This workshop does not cover application or integration of machinery software

COST: \$325 (+ GST) for the first person from a red meat business. \$175* (+ GST) for additional members of the same business

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

*What other producers thought:
... Inspiring, useful, relevant, informative,
amazing!...*

...extremely in-depth information, very knowledgeable presenter, lots and lots of information provided ...LIGHT BULB MOMENT FOR MY FARM MANAGEMENT!... Great info, amazing presenter, loved it!...
Best way to get motivated to start making some changes...