PAPERLESS FARM OFFICE

PinG
Partners in Grain
— WA —

This workshop will help <u>red meat producers</u> 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.

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

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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.*

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KALANNIE Mon 25 Mar 19

Kalannie Community Resource Centre (CRC), 67 Roche St

Start: 8.45am sharp - Finish: 3pm

<u>REGISTRATIONS ESSENTIAL</u> 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'

Profitable Grazing Systems
your pathway to success

mla
MEAT & LIVESTOCK AUSTRALIA

Hosted by:
Kalannie Community Resource Centre
Your local connection

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…*