

ILLAWARRA BEC incorporating

GET THE BIZ EDGE WORKSHOP

Are you fully conversant with the new IT systems available for business? Would you like to learn new and innovative ways of increasing your business potential saving you time and money? Do you feel that you are left behind when it comes to using the latest apps available for business?



In this one hour business workshop we will show you how to utilise:

Google Docs – to get use free tools to support your business and team

Google Forms - how to get feedback and qualify your customers

Google Drive – learn how to share files

LIVE Facebook videos - How to, getting content and sharing your message, and

An overview of systems - MailChimp, Canva, Trello and Zoom

To be part of this exciting 1 hour workshop you do need to have a working knowledge of computers and/or your smart phone. This workshop isn't for beginners...

Date: Date to be Determined contact ITeC for more information

Venue: Illawarra ITeC, Cnr Fox and Miller streets, Coniston

Cost: \$25.00 Book today on 4223 3100 to secure your spot!

EFTPOS and Direct Debit Facilities available, payment must be made at time of booking

About Emma

Emma P is an author coach, mentor and mum based in Wollongong, Australia. Her down-to-earth approach and straight talking means she takes action! With over 12 years experience in her own small businesses she has also achieved two awards with Illawarra Women in Business. Emma's success's include running networking groups for the local area for 2 years, training Gwynneville locals in fitness classes for 5 years and also helping people across the world to achieve their goals in health, fitness and life coaching. Her online business enables her to have flexibility with her family and the opportunity to travel often. Lastly, her debut book 'The 7 secrets to getting sh*t done' came out in February 2016.



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Business

AUSTRALIAN SMALL BUSINESS
ADVISORY SERVICES PROGRAMME

Delivered by AusIndustry™

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1 – 5 Miller Street (corner of Fox & Miller Streets) Coniston NSW 2500
PHONE: 02 4223 3100. EMAIL: itec@illawarraitec.com.au. WEB: www.illawarraitec.com.au