

Warringah Business Connections

www.warringahchamber.com.au

May Workshops

"PRESENTATION ESSENTIALS"

PRESENTER: STEPHEN ROBERTSON OF SPEAKING UP

Presentation Essentials delivers you the core skills of designing and delivering an effective presentation.



Designed for: Business owners, executives and anyone who relies on the strength of their communication and presentations

- Beginner – intermediate presenters and trainers looking to increase their effectiveness
- Aspiring presenters
- People who present seminars, workshops, reports and proposals – People eager to communicate clearly and strengthen their career.

Key Learning: Techniques to build speaking strength

- Techniques to engage your audience
- Present your information clearly & coherently
- Design and deliver powerful and engaging presentations with 4 vital questions & a 5 step formula
- Structure your information for ease of delivery & maximum understanding
- Present successfully in prepared & impromptu situations
- Make it clear and concise, ensure it is relevant and objective driven, deliver with confidence and strength.

Date: Thursday 19th May. **10 people maximum**

Time: Registration: 8.15am, **Workshop: 8.30am – 11.00am**

Venue: Manly Meeting Room, Level 1 (in front of lifts)

Lifestyle Building Brookvale, 117 Old Pittwater Rd Brookvale

Early Bird by 5th May: Members: \$80 Visitors: \$100.

Full Price - Members: \$100 **Visitors:** \$120 (Morning tea included)

Bookings & prepayment essential

To register for any events or enquiries phone: 9938 3006 or to register online visit

www.warringahchamber.com.au/current-events.aspx

email: info@warringahchamber.com.au

"INTRODUCTION TO SOCIAL MEDIA WORKSHOP"

PRESENTER: CAROL SKYRING

Whether you are a beginner or have some experience in Social Media in this presentation

You will learn how to:

- Understand what social media is and how it can be used.
- Be familiar with and know how to access a variety of social media tools
- Identify the most appropriate social media tools and apply them to your business?
- Identify the strengths and weaknesses of various social media tools
- Understand the need for a social media strategy and how to design a strategy?



Carol Skyring

The content will be equally engaging for participants with a little knowledge and those who have tried social media but aren't yet confident they have mastered it!

Who should attend:

Small and medium Business Owners/Managers and Marketing personnel wanting to know how to use social media to promote their business.

Topics covered are:

- What is social media?
- Some facts and figures about social media
- Overview of popular social media tools
- Creating conversations with social media
- Examples of how others are using social media to engage customers
- How to design a social media strategy.

Date: Tuesday, 31st May 2011.

Registration Time: 8.30am. Workshop commences: 8.45am until 11.30am

Presenter: Carol Skyring – Emerging Technologies Specialist, Broadreach Services

Venue: North Steyne Meeting Room, Level 1 (above cafe)

Lifestyle Building Brookvale, 117 Old Pittwater Rd Brookvale

Price: Members: \$80 **Visitors:** \$99. (Morning Tea Included)

New Members to the Warringah Chamber

Systems4Business - Wayne Hughes - 0419 707022

NAB Financial Planner - Dominic Sgro - 8978 4148

Warringah Golf Club - Brian Leggett - 9905 4709

Assured Cover - Gino Debono - 0414 521 519

DYBeach.com - Kerrie Candrick - 9972 1122

May/June Chamber Events

MAY NETWORKING AFTER HOURS

Live @ Lizotte's Restaurant, showcases the best Australian & international entertainment in a restaurant setting with great food & service. Hear Lulo Reinhardt, perform at 8.30pm, who plays Flamenco, Latin & Brazilian Jazz. Raffle Prize – Win Double Pass Dinner Show Tickets at Lizottes Valued at \$100.00 minimum

Please bring your business cards!

Light refreshments & cocktail food provided

Date: Wednesday, 11th May 2011

Time: 6.00 pm till 7.30pm

Book before: Monday, 9th May 2011

Venue: Lizotte's Sydney Dinner Show Restaurant

4/5 629 Pittwater Rd Dee Why (upstairs)

Price - Members: \$10.00 **Visitors:** \$20.00

Bookings & prepayment essential for catering

MAY WORKSHOP

"PRESENTATION ESSENTIALS"

PRESENTER: STEPHEN ROBERTSON, SPEAKING UP PRESENT YOUR IDEAS CLEARLY & CONCISELY

Date: Thursday 19th May. **10 people maximum**

Registration: 8.15am, **Workshop: 8.30am – 11.00am**

Presenter: Stephen Robertson, of Speaking Up

Manly Meeting Room, Level 1 (in front of lifts)

Lifestyle Building Brookvale, 117 Old Pittwater Rd Brookvale

Early Bird by 5th May: Members: \$80 **Visitors:** \$100.

Full Price: Members: \$100 **Visitors:** \$120 (Morning tea included)

Bookings & prepayment essential by 17th May

"INTRODUCTION TO SOCIAL MEDIA WORKSHOP"

PRESENTER: CAROL SKYRING

Date: Tuesday, 31st May 2011

Time: Registration: 8.30am **Workshop:** 8.45am – 11.30am

Presenter: Carol Skyring – Emerging Technologies Specialist, Broadreach Services

Venue: North Steyne Meeting Room, Level 1 (above cafe)

Lifestyle Building Brookvale, 117 Old Pittwater Rd Brookvale

Price: Members: \$80 **Visitors:** \$99. (Morning Tea included)

Bookings & prepayment essential by Friday 27th May

JUNE BUSINESS BREAKFAST

"How you and your Business can take Advantage of the Privatised Energy Market"

PRESENTER: Professor Paul Simshauser

Date: Tuesday 14th June 2011

Registration: 7.15am **Start:** 7.30am – 9.00am

Speaker: Professor Paul Simshauser

Chief Economist and Group Head of Corporate Affairs

Warringah Golf Club, 397 Condamine St North Manly

Members: \$35.00 **Visitors:** \$49.00

by 10th June. **Bookings & prepayment essential for catering.**

Club parking: Northbound turn left into James St, Southbound turn right into Fishbourne Rd then left into Pozieres Pde and proceed to the end where it becomes James St, 30 metres down James St on the right is the carpark entrance.

To Register: Phone: 9938 3006

Online: www.warringahchamber.com.au/current-events.aspx

Email: info@warringahchamber.com.au

Members Profile



Leonie Voss, Client Services Manager & Jo Herringe, Managing Director, My Office Services

Tell us about your organisation?

For over 5 years, My Office Services at Frenchs Forest has helped over 500 locals focus on their core business. Serviced and Virtual Offices are proving to be an increasingly popular option for local businesses. When the economy tightens businesses are forced to question their overheads and look for solutions. Jo Herringe, Director of My Office Services, explains "Clients find our Serviced Offices not only save them money it helps them refocus on their core business."

My Office Services currently has over 60 Virtual Office clients. These include IT consultants, lawyers, conveyancers, curtain companies, web and graphic designers.

Why did you decide to deliver these services/products?

Small businesses can spend a ridiculous amount of time, money and mental energy on under-utilised infrastructure. Photocopiers, internet access, phone systems and even kitchen facilities are all examples. In a Serviced Office these resources are shared and everyone enjoys the savings. Jo shares the story of one client renting an office which included its own board room. Their board room was rarely used for meetings so he was basically renting a very expensive lunch room for staff. At My Office Services the boardroom can be hired by the hour when needed. For this client it made a lot more business sense and actually gave them better presentation facilities.

How do your clients benefit from these services/products?

A Serviced Office is a simple concept. Businesses rent only the space they need for their own staff desks. Everything else is shared. The flexibility appeals to business managers. For some businesses we are a stepping stone up to them having their own premises. Others are businesses who have realised having their own premises was an expense and distraction they couldn't justify. Virtual Offices let a small business appear to have a traditional bricks and mortar office yet still operate out of home. If they need to meet with a client they simply hire a meeting room by the hour. The image is far more professional and reassures their clients. Their phone calls, mail and deliveries can all come via here so as far as their clients are concerned this is their office. It is simply a better use of limited resources for small businesses to lift their image in a cost effective way.

My Office Services Pty Ltd,

Web: www.myoffices.com.au **Ph:** 02 9454 7777

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