

A Small Business Best Practice Workshop



“Planning for Sales Success”

A detailed workshop that walks you through a structured sales planning process

Whether you're a small business, home based business or a start up business, attend this 'How To' Workshop and learn how to produce a successful Sales Plan.

BROUGHT TO YOU BY:



ATTEND THIS POWERFUL BUSINESS FOCUSED WORKSHOP

Date: Monday, 6th April 2009

Time: 8:00am – 11:00am

Venue: BEC Ipswich Region

Training Room

26 East St, Ipswich, 4305

Cost: \$33.00 per registration

**RESOURCE CD INCLUDED
LIGHT REFRESHMENTS WILL BE OFFERED**

**REGISTER NOW,
LIMITED PLACES AVAILABLE...**

In this 'hands on' workshop we'll cover how to:

- Define & confirm your market.
- Name individual customers.
- Create a customer database.
- Estimate sales to those customers over a 12 month period.
- Create a sales projection.
- Create a cash flow.
- Develop a sales call pattern.
- Develop a sales process.
- Monitor sales performance.

To confirm your booking please tick the preferred workshop/s, complete the registration form, & post or fax with payment to:
BECIR
PO Box 620, Ipswich 4305.
Fax: 07 3812 4353



You also have the opportunity to attend a Small Business Best Practice Workshop Series, which is a series of 9 workshops that covers important topics including Business Planning, Marketing, New Technology, Sales Planning & much more. For just \$200 you can attend all 9 sessions (total 30 hours) which will continue to roll out over the year. This is a saving of almost \$100. For more information on this great deal and to register for the full series please see over the page.



SMALL BUSINESS BEST PRACTICE

WORKSHOP SERIES



Register Now, Limited Places Available – Book & commence the series at any time as the full series will be ongoing & additional dates set.

The BEC Ipswich Region, with the support of facilitator Gordon Cramer, invite you to attend our rolling series of workshops which will benefit you & your small business. **Each workshop is different, generally very 'hands on' and have a record of being booked out very quickly!** For just \$200 you can attend all 9 sessions (total 30 hours), which is a saving of almost \$100 or if the whole series is not for you, attend your preferred sessions for just \$33 each, per person, so register now. All sessions will be held at the BECIR Training Room, 26 East Street, Ipswich, 4305. If you do not wish to register for the full series, then bookings must be received for each workshop 3 days prior to the event. **To confirm your booking please tick your preferred option below & complete the registration form on the reverse side & post or fax with payment to: BEC Ipswich Region, PO Box 620, Ipswich, 4305, Fax: 07 3812 4353**

Workshop & Seminar Details (Please tick your preferred option/s)

Date	Workshop/Seminar	Time	Tick to attend
I would like to attend the full series for \$200.00 p/h (30Hrs Training with almost \$100 Saving)			<input type="checkbox"/> Full Series
23 rd Mar 09	Bootstrap Marketing Workshop – Discover the first steps to market your business successfully & correctly	8am – 11:30am	<input type="checkbox"/> \$33 per person
6 th Apr 09	Planning for Sales Success – Detailed workshop that walks you through a structured sales planning process	8am – 11am	<input type="checkbox"/> \$33 per person
20 th Apr 09	Sell! Sell! Sell! – Gain the skills needed to effectively & profitably sell your products & services	8am – 11:30am	<input type="checkbox"/> \$33 per person
4 th May 09	The Sales Team Bible – Learn how to create & implement a sales manual for your business	8am – 12pm	<input type="checkbox"/> \$33 per person
18 th May 2009	How to Market Your Business on the Web. Part 1 – Learn every aspect of creating & deploying your own website	8am – 11am	<input type="checkbox"/> \$33 per person
1 st Jun 2009	How to Market Your Business on the Web. Part 2 – Actually create your own website based on what you learnt in Part 1.	8am – 12pm	<input type="checkbox"/> \$33 per person
29 th Jun 2009	Get Seen, Get Heard, Get Noticed – Learn how to create your own promotional video to market your business on and offline.	8am – 10am	<input type="checkbox"/> \$33 per person
13 th Jul 2009	Survive & Thrive – Business Planning Workshop – Your 10 Point Business Plan to Success	8am – 12pm	<input type="checkbox"/> \$33 per person
27 th Jul 2009	Marketing Technology for Small Business – What's new & hot in technology & how it can benefit your business	8am – 10:30am	<input type="checkbox"/> \$33 per person

The full series will be ongoing & additional dates set so you can book and commence the series at any time.

Light refreshments will be offered & all workshop/ seminar participants will receive a resource CD

Services provided by BEC Ipswich Region are partially funded by the Australian Government

Small Business Best Practice Workshop & Seminars 2009

Please be sure to tick each workshop/seminar you would like to attend or if you would like to attend the series offer please tick the first option.

BUSINESS:

NAME/S OF ALL ATTENDING:

POSTAL ADDRESS:

SUBURB: STATE: POSTCODE:

PHONE:

EMAIL:

NUMBER OF ATTENDEES: AT \$..... EACH. TOTAL:

PAYMENT ACCEPTED BY CHEQUE IN NAME OF BECIR / MONEY ORDER OR

DIRECT DEPOSIT TO BSB 633 000, A/C 133 936 377

REFERENCE NO: YOUR BUSINESS NAME. CREDIT CARD FACILITIES ARE NOT AVAILABLE.

PLEASE FORWARD YOUR PAYMENT OR PROOF OF DEPOSIT WITH YOUR REGISTRATION FORM TO:

BEC IPSWICH REGION, PO BOX 620, IPSWICH, QLD, 4305

OR FAX TO: 07 3812 4353.

FOR MORE INFORMATION CONTACT THE BEC IPSWICH REGION ON 07 3282 7999 OR

EMAIL: admin@becir.com.au

In signing this registration form you agree for us to use this information for the purposes intended. Your information will remain confidential in line with our privacy policy, which can be viewed upon request.

SIGNATURE: _____

(Office use only) _____

Small Business Workshop

BEC Ipswich Region
P.O. Box 620
Ipswich QLD 4305

Tax Invoice

ABN 69 010 728 999

Date: _____

The Amount of _____ has been received from: _____

for attendance of _____ people at the _____ workshop

held at _____ on _____.

Received with thanks by cheque / money order / direct deposit

Authorised signatory