

TWO CPD TRAININGS 2019 SKILLS DEVELOPMENT

Debbie Mayo-Smith. Hons BS Econ and Geography. CSP,
International Motivational Speaker, Trainer, Author



Debbie is recognised around the world as one of the top business productivity experts as well as one of the most in-demand speakers and trainers in Australia and New Zealand.

Debbie has worked with a vast range of industries and government departments, sharpening the activity of top executives, managers and staff through her presentations, training, quick tip newsletters, videos, articles and 16 best-selling books and videos.

A native New Yorker, Debbie graduated with honours in economics and geography, worked on Wall Street before moving to New Zealand. There Tower Corporation created a marketing manager position for her, she next helped found Jardine Fleming NZ, then entering the realm of presenting and training. You will enjoy and become empowered by her entertaining, motivational yet practical trainings uniquely created for you. Even better, her courses include a full one year personal follow up by Debbie and ongoing education.

Steven Mayo-Smith

Steven is an independent business consultant, working with a range of business on their technology transformation and growth strategies. His most recent executive post was leading the Digital and Health High Impact Programmes for New Zealand Trade and Enterprise. Previously Steven has held the CIO roles for Livestock Improvement Corporation, the Radius Health Group and Auckland District Health Board. He has been a judge at the NZ Hi-Tech Awards for the past four years as well as a judge for the NZ CIO of the year. He is also a Rowing New Zealand Race Official and long-distance cyclist.



This is what people say about Debbie Mayo-Smith CSP

'You were fantastic. Best 3 hours workshop I've ever attended!'

'Of the workshop presenters you have the best response with the highest ranking by delegates.'

'The tips you provided during our training are really helping me to make things more efficient – you're a star!'

'Wow – you may have just changed my life! I shared your tips with the office and they are all incredibly impressed.'

CPA PNG

CPD Courses

Be More
Productive!

Improve
Business
Success!

Delight Your
Staff / Clients

Lower
Operating Costs

To Register Contact:

Tel: 3212105 / 3217698

Email:

cpapng@cpapng.org.pg

or

roddie@cpapng.org.pg

visit: www.cpapng.org.pg

Thursday July 18th 2019

Transforming Business with The Free and Easy FREASY Diamonds of Google

Jointly Run By Debbie and Steve Mayo-Smith

You will be amazed at how much you can improve your productivity, profits, promotion and processes with the clever use of Google's free, easy (freasy) and lesser known features.



More Business. Lower Costs. Delighted Clients. Improved Training

Debbie will introduce the hidden gems of Google and show how you can use them for immediate improvement in many facets of business. From analysing your data better to getting new clients through the door. Get a top Google ranking for your website and free advertising and promotion. Learning the secrets will give you a significant competitive advantage; build income, improve branding, communication as well as having a direct impact on lowering operating costs.

Business Outcomes:

- Easily find new local and international clients; enhancing relationships with existing ones.
- Visualise your data for better reporting and knowledge
- Improve your company branding, education, training, knowledge transfer
- Have access to your files, documents anytime, anywhere
- Run online meetings, discussions locally or internationally
- Get a top search engine ranking and advertise online for free
- For public practice accountants – important consulting information to share with your clients

Friday 19th July 2019

Email: How You Get More Done In Less Time

How much time do you waste in your inbox? Email is the number one form of business communication and email programs the most used software in business. However too much time and productivity is lost reading, managing and answering emails; as well as separating the important from promotional and spam.



Ease Your Pain. Enhance Your Gain

However Debbie can show you the many tricks and features that can save you a large amount of time and turn you into a Master of Communication, response and follow through.

You will move from stressed to empowered as Debbie, who has written four books on email gives you the answers to solve your problems and significantly eliminate wasted time. This course is NOT just software how-to's. You can go to any computer training course for that!

It is the practical business application – specific business problems and the solution focus that makes it different. With the knowledge you gain, you'll be able to completely change and streamline email response to incoming enquiries; stay on top of tasks and opportunities AND improve your written email communications. Better yet you'll enjoy a significant return on investment from time saved and new ways learnt to allocate email to billable hours

Business Outcomes:

- Free up two to three working weeks a year
- Automate many areas of email response and writing
- Better and strategic use of calendar and tasks
- How to turn contacts into a superb customer / prospect database

We will run two ½ Day Sessions. Morning covering Outlook. The Afternoon covering Gmail



Certified Practising Accountants Papua New Guinea

Established under the Accountants Act 1996

REGISTRATION FORM

HOLIDAY INN, PORT MORESBY, CONFERENCE ROOM
THURSDAY - FRIDAY, 18 - 19 JULY 2019, 9.00AM - 4.00PM

A TWO DAY CPD TRAINING by DEBBIE MAYO-SMITH 2019 SKILLS DEVELOPMENT

Given Name : Surname :

Email : Telephone :

Organisation : Mobile :

Address : CPA ID :

Please indicate with a check mark [✓] in the boxes which CPD training(s) you wish to attend and the payment(s) made per topic.

Those registering for the 2 day training will receive a discount of K330. This applies to both members and non-members

Transforming Business with The Free and Easy FREASY Diamonds of Google, Port Moresby, 18th July 2019
 K2,200 Member K2,750 Non-Member

Email: How You Get More Done In Less Time, Holiday Inn Port Moresby, 19th July 2019
 K2,200 Member K2,750 Non-Member

Note

Cancellation advice must be confirmed with us a week before the scheduled date of the workshop, failure to do so will result in payment being forfeited in lieu of expenses incurred in catering and related costs for the workshop.

Account Details:

A/C NAME : CPA PNG
BSP A/C # : 1000020001
Branch : Gordons Commercial Centre
BSB Code : 088951

Please forward completed registration form with payment details to:

Attention : Roddie Soweni
Phone : 3212105/3217658
Fax : 3200469
Email : roddie@cpapng.org.pg