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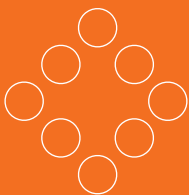


Official Host of



BALLARAT BUSINESS MONTH

1 - 31 August 2009



A series of events for business, the community, students and teachers.

A myriad of events including workshops, briefings, presentations and networking opportunities, which will provide advice and information to assist organisations to grow their business.

Gold Sponsors



Silver Sponsors



B31 – Ballarat Business Month 2009

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Maximise Your Team for Greater Productivity **Presented by Corporate Commandos and Mercure Ballarat Hotel and Convention Centre**

(A)

All proceeds will be donated to United Way Ballarat Community Fund

Date: Monday 3 August 2009

Time: 2.00pm – 4.00pm

Venue: Mercure Ballarat Hotel and Convention Centre, 613 Main Road, Ballarat

Cost: \$50.00 per person (bookings essential)

Seeking to focus your team towards your business goals? This program covers the fundamentals of leadership and teamwork in a lively sequence of team building activities designed to enhance your leadership skills and to build new and established teams. Set outdoors in the gardens at the Mercure Ballarat Hotel and Convention Centre, wear loose clothing and runners and enjoy a refreshing authentic billy tea to complete the day!

For further information and to book contact:

Tracey Spencer, Corporate Commandos on 5341 7708

Email tracey@corporatecommandos.com

Passport to International Success **Presented by Westpac Banking Corporation**

(E)

Date: Monday 3 August 2009

Time: 6.00pm – 8.30pm

Venue: Westpac Business Centre, Suite 2/300B Gillies Street, Wendouree

Cost: Free (includes finger food and refreshments) (bookings essential)

Finding it hard to capitalise on the opportunities that international trade can provide for your business? Feeling the strain of the additional resources, risks and cash flow pressures? If this sounds like you, then this workshop might be the solution you are looking for. Westpac introduces key concepts of importing and exporting, including mitigating risk and tools to improve cash flow and efficiency within your business.

For further information and to book contact:

Patricia Lemon, Westpac Banking Corporation on 5334 8732

Email patricialemon@westpac.com.au

Bisnet Breakfast **Presented by Regional Development Victoria**

(B)

Date: Tuesday 4 August 2009

Time: 7.15am – 8.30am

Venue: Alexandria on Lydiard, 30 Lydiard Street North, Ballarat

Cost: \$25.00 per person (includes breakfast) (bookings essential)

Ballarat's monthly networking breakfast, Bisnet is a great opportunity to meet new people, connect with colleagues and listen to dynamic guest speakers.

For further information and to book contact:

Debra Thomson, Regional Development Victoria on 5320 5917

Email debra.thomson@rdv.vic.gov.au

How Effective Leaders Improve Performance in Others (M) Presented by SED Consulting

Date: Tuesday 4 August 2009
Time: 10.00am – 12.00pm
Venue: SED Consulting, 215 Lydiard Street North, Ballarat
Cost: \$20.00 per person (bookings essential)

Effective leadership involves developing the courage and belief in others that they can make a difference! This practical and interactive session is based on years of research by Human Synergistics on what highly effective leaders do to resolve problems, support performance, teach skills and processes and confront performance issues.

For further information and to book contact:

Tiffany Ireland, SED Consulting on 5331 2565
Email tiffinyi@sedconsulting.com.au

Winning Tenders with Alliances, Consortiums and Joint Ventures (M) Presented by the City of Ballarat and the Industry Capability Network

Date: Wednesday 5 August 2009
Time: 9.30am – 12.30pm
Venue: Trench Room, Ballarat Town Hall, Sturt Street, Ballarat
Cost: Free (bookings essential)

This seminar will look at the benefits of SMEs forming alliances, consortiums or joint ventures in order to tender for larger works packages. It will also look at how to find and choose the right partners and some of the legal considerations.

For further information and to book contact:

Commerce Ballarat on 5333 3233
Email rsvp@commerceballarat.com.au

Marketing 101 (M) Presented by Visionary events & marketing and Jalapeno eBusiness Consulting

Date: Wednesday 5 August 2009
Time: 9.30am – 12.30pm
Venue: Alexandria on Lydiard, 30 Lydiard Street North, Ballarat
Cost: \$30.00 per person (bookings essential)
(Book two Visionary events & marketing or Jalapeno eBusiness Consulting seminars for \$50.00)

A crash course in marketing, breaking down the 'marketing speak' and making it relevant to your business with a special focus on surviving the 'downturn' and planning for the recovery times.

For further information and to book contact:

Visionary events & marketing on 5331 8036
Email info@visionaryevents.com.au

Ballarat on the World Stage Luncheon **Presented by the Ballarat Export Network**

(L)

- Date:** Thursday 6 August 2009
Time: 12.00pm – 2.00pm
Venue: Barkly's Restaurant, 43-57 Main Road, Ballarat
Cost: \$25.00 per person (includes lunch) (bookings essential)

This event will showcase three local businesses who will share their secrets of exporting success with the audience. The speakers will discuss how they are achieving in a competitive market, the opportunities and pitfalls and what the future holds for their business.

For further information and to book contact:

Kay Macaulay, Australian Industry Group on 5331 7688
Email kaym@aigroup.asn.au

Teleseminar - The 8 Essential Soft Leadership Skills for Challenging Times

(M)

Presented by People Empowered

- Date:** Friday 7 August 2009
Time: 10.00am – 11.00am
Venue: By telephone from your desk
Cost: Free (bookings essential)

Maree Harris PhD, Director of People Empowered will introduce you to the 8 soft skills that leaders need to develop if they want to engage and inspire their people in these difficult times.

For further information and to book contact:

Maree Harris, People Empowered on 5333 2900
Register online www.peopleempowered.com.au/teleseminars

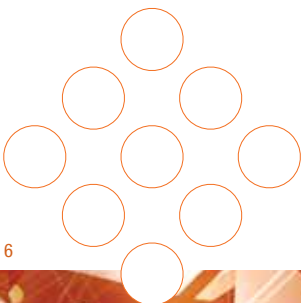
Careers in Manufacturing

(M)

Presented by the Australian Industry Group and the Highlands Local Learning and Employment Network

- Date:** Friday 7 August 2009
Time: 9.30am – 1.00pm
Venue: Various locations in Ballarat

This *invitation only* event for year 10 students involves a range of industry tours and information sessions on careers in manufacturing. This session will allow students to meet with industry representatives to increase their awareness of the career opportunities available to them.



BGT Apprentice and Trainee Graduation 2009
Presented by BGT, apprentices and training for your business

(E)

- Date:** Friday 7 August 2009
Time: 6.30pm – 11.00pm
Venue: BGT, 14 Hill Street, Ballarat
Cost: \$35.00 per person (includes refreshments)

This is an *invitation only* graduation for apprentices, trainees and industry and will showcase the 2008/09 graduating apprentices and trainees employed by BGT.

For information on BGT apprentice and trainee options visit www.bgt.org.au

Mindshop Excellence Work Experience Program
Presented by the Australian Industry Group

(AD)

- Date:** Monday 10 August – Friday 14 August 2009
Time: 9.00am – 4.00pm
Venue: Various industries in Ballarat

This *invitation only* event is an interactive work experience program for Year 10 secondary students. The students spend one week in industry with the challenge of working on a live problem and reporting their findings back to the senior management team.

For information on the Mindshop program visit www.mindshop.com.au

HR Snapshot
Presented by Unlock Success Pty Ltd

(M)

- Date:** Monday 10 August 2009
Time: 9.30am – 12.30pm
Venue: Westpac Business Centre, 300B Gillies Street, Wendouree
Cost: \$33.00 Commerce Ballarat members - \$55.00 non members (bookings essential)

We all know that we can achieve more with more people, but sometimes unravelling the minefield of HR requirements and best practice is a nightmare. This session is designed to help business owners or managers with little or no HR experience and will cover compliance – drowning under a mountain of paperwork? Safety – what are my obligations? Changes to legislation and awards, protecting the organisation, expectations and motivators of different generations and productivity – the importance of linking individual effort to organisational performance.

For further information and to book contact:

Belinda Fyffe, Unlock Success Pty Ltd on 1300 851707
Email business@unlocksuccess.com.au



How to Build and Sell Your Business for More?

(M/A)

Presented by FKM Global

- Date:** Monday 10 August 2009
Time: Session 1: 10.00am - 11.00am Session 2: 2.30pm - 3.30pm
Venue: BEST Community Development, Acacia Room,
28 Victoria Street, Ballarat
Cost: \$40.00 per person (bookings essential)

You cannot know the best time to sell, but an attractive, well prepared business at peak performance will sell faster and for a higher amount than one without a strategic or exit plan. An exit plan will help demonstrate the value of your business through proven systems and documentation, thus overcoming any fear a prospective buyer may have for continuing success. Maximise the value of your business.

For further information and to book contact:

Dale Coutts, FKM Global on 5339 4548
Email dale@fkmglobal.com or register online www.fkmglobal.com/b31_registration

Emergency Management

(B)

Presented by the Ballarat Regional Occupational Safety & Health Group (BROSH)

- Date:** Tuesday 11 August 2009
Time: 7.15am – 9.00am
Venue: Barkly's Restaurant, 43-57 Main Road, Ballarat
Cost: \$25.00 per person (includes breakfast) (bookings essential)

What happens when a major disaster threatens workplaces in Ballarat? Who coordinates the emergency services? Who is responsible for ensuring employees are not at risk? This interactive session will provide information on the coordination of the emergency services.

For further information and to book contact:

Kay Macaulay, Australian Industry Group on 5331 7688
Email kaym@aigroup.asn.au

Women in Business Luncheon

(L)

Presented by Regional Development Victoria and Westpac Banking Corporation

- Date:** Wednesday 12 August 2009
Time: 12.00pm – 1.30pm
Venue: Alexandria on Lydiard, 30 Lydiard Street North, Ballarat
Cost: \$40.00 per person (bookings essential)

Trudy Vonhoff, General Manager - Regional Banking from Westpac, shares her experiences as a woman in the world of finance and how she is making a difference in regional banking and assisting the development of women in the banking industry.

For further information and to book contact:

Debra Thomson, Regional Development Victoria on 5320 5917
Email debra.thomson@rdv.vic.gov.au

505 Club

Presented by Commerce Ballarat

(E)

- Date:** Thursday 13 August 2009
Time: 5.30pm – 7.30pm
Venue: Action Ads, 520 Skipton Street, Ballarat
Cost: Free Commerce Ballarat members - \$15.00 non-members
(includes refreshments) (bookings essential)

An evening of networking and fostering relationships to grow your business. Drinks and savouries provided.

For further information and to book contact:

Jodie Gillett, Commerce Ballarat on 5333 3233

Email rsvp@commerceballarat.com.au

Presentation of Mindshop Certificates

Presented by the Australian Industry Group

(A)

- Date:** Friday 14 August 2009
Time: 3.00pm – 4.30pm
Venue: Ballarat Town Hall, Sturt Street, Ballarat

This *invitation only* reception is for students and industries involved in the Mindshop Excellence program who will present their findings to teachers, principals, students and local business leaders.

For information on the Mindshop program visit www.mindshop.com.au

Helping Businesses Realise their Potential

Presented by Westpac Banking Corporation

(L)

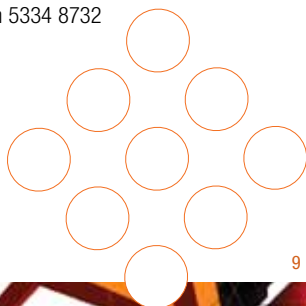
- Date:** Monday 17 August 2009
Time: 12.15pm – 2.45pm
Venue: Westpac Business Banking Centre,
Suite 2/300B Gillies Street, Wendouree
Cost: Free (includes light lunch) (bookings essential)

The answer to continued financial success rests in a business' ability to make effective financial decisions at all times. You work hard and are passionate about what you do, but like business owners all over Australia, finding the time and information to improve your financial performance can be a challenge. This session will introduce you to some of the key concepts and tools to improve cash flow and efficiency within your business.

For further information and to book contact:

Patricia Lemon, Westpac Banking Corporation on 5334 8732

Email patricialemon@westpac.com.au



2009 Victorian Human Resource Management Conference (AD) Presented by the Australian Industry Group

- Date:** Tuesday 18 August 2009
Time: 8.30am – 5.00pm
Venue: Mercure Ballarat Hotel and Convention Centre, 613 Main Road, Ballarat
Cost: \$180.00 Ai Group members - \$220.00 non members
(bookings essential) (discounts for group bookings)

Designed to stimulate, inform and assist regional HR practitioners, managers, supervisors and business owners to develop strategies that add value to their organisation. Topics will cover workplace relations, OHS, leadership, performance management and more, including a special panel session on work/life/balance. The day will conclude with a networking session to allow delegates to discuss the day's activities, exchange business cards and indulge in conversation.

For further information and to book contact:

Kay Macaulay, Australian Industry Group on 5331 7688
Email kaym@aigroup.asn.au

Teleseminar - Managing Performance – The Importance of Feedback Presented by People Empowered

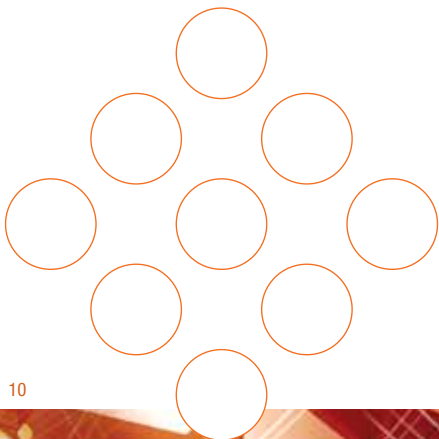
(M)

- Date:** Wednesday 19 August 2009
Time: 10.00am – 11.00am
Venue: By telephone from your desk
Cost: \$33.00 per person (bookings essential)

Maree Harris PhD, Director of People Empowered will show you how to create a committed and engaged organisation by giving feedback that motivates people to improve, rather than leading to negativity and disengagement.

For further information and to book contact:

Maree Harris, People Empowered on 5333 2900
Register online www.peopleempowered.com.au/teleseminars



Challenges, Change and Choices - Sally Browne Presented by BGT, apprentices and training for your business

(L)

- Date:** Thursday 20 August 2009
Time: 12.00pm -2.00pm
Venue: BGT, 14 Hill Street, Ballarat
Cost: \$25.00 per person (includes light lunch)
(bookings essential - limited numbers)

Does success in your business and in your personal life happen by choice or chance, or can we achieve just about anything we focus on?

Sally Browne is a Victorian small business dynamo, keynote speaker, fashion identity and futurist. She has received a myriad of awards for excellence in fashion design and for outstanding business leadership. She is an inspirational, entertaining and motivating speaker; an expert in marketing and managing change and offers fresh insights into future opportunities, current possibilities, and living and loving life to its full potential.

For further information and to book contact:

Sue at BGT on 5333 1707
Email sue@bgt.org.au

How to Build and Sell Your Business for More? Presented by FKM Global

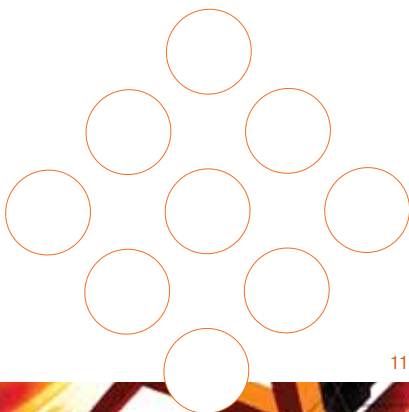
(E)

- Date:** Thursday 20 August 2009
Time: 5.30pm – 6.30pm
Venue: BEST Community Development, Banksia Room,
28 Victoria Street, Ballarat
Cost: \$40.00 per person (bookings essential)

You cannot know the best time to sell, but an attractive, well prepared business at peak performance will sell faster and for a higher amount than one without a strategic or exit plan. An exit plan will help demonstrate the value of your business through proven systems and documentation, thus overcoming any fear a prospective buyer may have for continuing success. Maximise the value of your business.

For further information and to book contact:

Dale Coutts, FKM Global on 5339 4548
Email dale@fkmglobal.com or register online www.fkmglobal.com/b31_registration



Sustainable Business Network

(M/L)

Presented by the Australian Industry Group, Highlands Regional Waste Management Group and the University of Ballarat.

- Date:** Friday 21 August 2009
Time: 8.00am – 1.00pm
Venue: Barkly's Restaurant, 43-57 Main Rd, Ballarat
Cost: \$25.00 per person (includes morning tea and lunch)
(bookings essential)

Companies are increasingly measuring their energy use and identifying opportunities to reduce their emissions and operating costs. This interactive forum will look at Carbon Reporting and the opportunities to assist business to manage their carbon footprint.

For further information and to book contact:

Kay Macaulay, Australian Industry Group on 5331 7688
Email kaym@aigroup.asn.au

Event Basics

(M)

Presented by Visionary events & marketing

- Date:** Monday 24 August 2009
Time: 9.30am – 12.30pm
Venue: Alexandria on Lydiard, 30 Lydiard Street North, Ballarat
Cost: \$30.00 per person (bookings essential)
(Book two Visionary events & marketing or Jalapeno eBusiness Consulting seminars for \$50.00)

The keys to running a successful event unveiled! Hints and tips to make your events, no matter the size, even better, from registrations to event delivery we will provide you with tools to increase attendance and satisfaction levels.

For further information and to book contact:

Visionary events & marketing on 5331 8036
Email info@visionaryevents.com.au

Effective eBusiness made Simple

(A)

Presented by Jalapeno eBusiness Consulting

- Date:** Monday 24 August 2009
Time: 1.00pm – 4.00pm
Venue: Alexandria on Lydiard, 30 Lydiard Street North, Ballarat
Cost: \$30.00 per person (bookings essential)
(Book two Visionary events & marketing or Jalapeno eBusiness Consulting seminars for \$50.00)

Ever wondered what all the talk of eBusiness is about and how it can maximize enquiry and sales for you? Find out what it all means and how critical it is to your business, no matter what industry you are in.

For further information and to book contact:

Visionary events & marketing on 5331 8036
Email info@visionaryevents.com.au

Ballarat Careers Expo

(E)

**Presented by Ballarat Grammar Parents and Friends
and the Rotary Club of Wendouree**

- Date:** Monday 24 August 2009
Time: 7.00pm – 9.00pm
Venue: Ballarat Grammar, Gate C, 201 Forest Street, Wendouree
Cost: \$1.00 (secondary students and adults)

The Expo provides an opportunity for students and parents to meet with representatives of over 300 trade and professional careers and gain access to course and apprenticeship information from over 50 University, TAFE, industry and private providers.

Leadership + Culture = Performance

(M)

Presented by SED Consulting

- Date:** Tuesday 25 August 2009
Time: 10.00am – 11.00am
Venue: SED Consulting, 215 Lydiard Street North, Ballarat
Cost: \$20.00 per person (bookings essential)

After developing a superb strategic plan 12 months later you feel little progress has been made towards achieving your desired goals. Quite possibly the organisation's culture is eating your new strategy. This session will illustrate what are the causes of culture and how to identify and develop a more constructive culture that facilitates organisational change and sustained performance.

For further information and to book contact:

Tiffany Ireland, SED Consulting on 5331 2565
Email tiffinyi@sedconsulting.com.au

Employability Skills Workshop – Tomorrow's Skills Today (M/A)

Presented by Highlands Local Learning and Employment Network (HLEN)

- Date:** Tuesday 25 August 2009
Time: Session 1: 9.00am – 12.00pm Session 2: 12.30pm – 3.30pm
Venue: Ballarat Learning Exchange, Conference Room,
36 Camp Street, Ballarat
Cost: Free (bookings essential)

An interactive forum for students, teachers and industry to assist students develop their abilities in identifying and understanding what employability skills are, why they are important and how they can be developed and improved. Basic preparation will be required by students for the program. An industry panel and guest speakers will also give their points of view of what they consider important skills for their businesses.

For further information and to book contact:

Pam Anderson, Highlands LLEN on 5336 5010
Email panderson@highlandslen.org

Business Deductions Essentials **Presented by the Australian Taxation Office**

(M)

- Date:** Wednesday 26 August 2009
Time: 10.00am – 12.00pm
Venue: Victorian Business Centre, 48 Sturt Street, Ballarat
Cost: Free (bookings essential)

This session covers some of the more common business income tax deductions in some detail, with working examples to illustrate the calculations.

For further information and to book contact:

Telephone 1300 661 104

Email vic.taxbasics@ato.gov.au or register online www.ato.gov.au/busreg

Activity Statement Essentials **Presented by the Australian Taxation Office**

(A)

- Date:** Wednesday 26 August 2009
Time: 1.30pm – 3.30pm
Venue: Victorian Business Centre, 48 Sturt St, Ballarat
Cost: Free (bookings essential)

A detailed look at the role of the activity statement, and details of the specific labels that small businesses may need to complete.

For further information and to book contact:

Telephone 1300 661 104

Email vic.taxbasics@ato.gov.au or book online www.ato.gov.au/busreg

Skills for Growth Business Seminar **Presented by the University of Ballarat**

(E)

- Date:** Wednesday 26 August 2009
Time: 6.30pm – 8.30pm
Venue: Prospects Restaurant, University of Ballarat - SMB Campus,
Lydiard Street North, Ballarat
Cost: Free (bookings essential)

The University of Ballarat is pleased to present information in relation to the Skills for Growth program. This seminar will provide all Small to Medium Enterprises (SME's) with essential information about where our Nation, and in particular our State, is heading with respect to the skills shortage and how this will affect the profitability of our SME's in the short and long term.

For further information and to book contact:

Delwyn Eastwood, University of Ballarat on 5327 8100

Email d.eastwood@ballarat.edu.au

CGU Commerce Ballarat Business Excellence Awards Presented by Commerce Ballarat

(E)

- Date:** Thursday 27 August 2009
Time: 6.00pm – 11.00pm
Venue: Mercure Ballarat Hotel and Convention Centre,
613 Main Road, Ballarat
Cost: \$99.00 per person (bookings essential)

Entertainment: Internationally acclaimed opera singer David Hobson

The 2009 CGU Commerce Ballarat Business Excellence Awards are an opportunity to celebrate the vital role business plays in Ballarat's economic fabric and to acknowledge the commitment and energy of local businesses.

For further information and to book contact:

Premier PR on 5333 4426
Email rsvp@premierpr.com.au

Regional World Skills Competition Presented by Ballarat/Wimmera Regional WorldSkills Committee

(AD)

- Date:** Sunday 30 August 2009
Time: 8.00am – 5.00pm
Venue: University of Ballarat – SMB Campus, Lydiard Street South, Ballarat
Cost: Free (bookings not required)

The one day Regional WorldSkills Australia competitions provides an opportunity for the best young apprentices, trainees and students from the Ballarat and Wimmera region to compete across various trades. The winners from each category may then be invited to represent this region at the National WorldSkills Championships in 2010 and if eligible progress to the International Competition in the UK in 2011.

For further information contact:

Andrew Dower, Highlands LLEN on 5336 5013
Email adower@highlandslen.org
website: www.worldskills.org.au

Legend:

(B) Breakfast (M) Morning (L) Lunch (A) Afternoon
(E) Evening (D) Dinner (AD) All Day

All prices include GST



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For information contact:

Kay Macaulay

Australian Industry Group

Phone: 5331 7688 Fax: 5332 3858

Email: kaym@aigroup.asn.au