



Welcome to the next edition of Targett's Tactics for 2002

If you are not learning today, you are not earning tomorrow.

This is a free newsletter produced bi-monthly to keep you informed of the latest ideas, techniques and services available for us to provide service beyond our customers' expectations, each and every time. It's too hard doing it by yourself, so fortunately there are alternatives.

Would you like this newsletter emailed to you? Or to another manager in your office?

For an e-version of this newsletter, simply contact our editor at louise@targetttraining.com.au so that we continue to send you this publication as an e-newsletter. **This is a free bi-monthly newsletter.**

This edition contains some inspirational theories on motivation and people performance. We also offer you some tips and options on how to deal with these situations we constantly seem to be posed with. See the reverse of this newsletter for more information, or visit our website on: www.targetttraining.com.au

We also give you one last reminder that small business owners should be focusing on their new financial year's business plan so that there are some guidelines in place for all to follow. It's a wonderful opportunity to be able to complete a business task and by showing evidence of this, receive a credible and nationally recognised qualification for your efforts. Many smart business people are already taking advantage of this opportunity....why don't you?

Remember: *With Willingness Comes Success.*

CALL US TODAY ON PHONE: (02) 9659-5313,
EMAIL: louise@targetttraining.com.au, visit our
WEBSITE: www.targetttraining.com.au, or **FAX:**
(02) 9659-5314.

Happy Retailing

Louise Targett

Last chance to complete your store's 02/03 Business Plan?

Many small business people do not complete a business plan and those that do, often do not complete it accurately or comprehensively. The owner may never have been shown how to go about this process and the specific inclusions.

There are many benefits to business planning, including:

- ◆ setting measurable objectives;
- ◆ understanding industry trends and business history;
- ◆ a better understanding of day-to-day tracking of key performance indicators;
- ◆ forecasting of true to life business trading potential;
- ◆ setting a clear path in order to match both business and personal goals.

The business planning package includes four x 2 hour sessions and ideally should occur before the new financial year commences.

What's covered during these sessions?

1. Each critical step of the business plan
2. The business environment
3. Basic legal and tax issues for small business
4. Completion of a workable draft business plan by each retailer in attendance.

This program is in accordance with Certificate IV in Small Business Management, offering the small business owner or manager a portable and recognised qualification, along with a credible, up-to-date, and usable Business Plan.

All this for only \$440.00 per participant – with a minimum of 12 participants required at the one location.

Flexible Learning option – *This means you work at your own pace using materials supplied by a trainer. There are scheduled workplace meetings but no traditional classroom-style training and no exams! You are required to submit each component of the Business Plan to your personal trainer/assessor, as agreed prior to commencement of the programall for a mere \$1,500.00*
Hurry....as July is just around the corner.

