

Main Identity

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Subject: Pocket Rocket News



The "Pocket Rocket" – Motivational Speaker – will show you how to achieve amazing things in your life by boosting your confidence & being incredibly organised

"Ask Neen how you can boost your confidence with presentation skills"

October 2003

A very special welcome to Pocket Rocket News to our subscribers from Women in First National Real Estate.

As many of our business' now require us to operate 'virtual' teams where our team members are spread both around Australia and overseas we are now spending more time on the phone in teleconferences. You can achieve amazing things within your team by simply organising effective teleconferences to achieve your objectives.



"I wanted to thank you for coming to speak at our Women in First National Meeting. Your presentation was very interesting, informative, very energetic and was enjoyed by all members. With comments such as "Neen was super.... can we have her back?" and "Neen James was an excellent speaker" we would love you to come back and speak at our meeting again".

A. Lydamore -
Administration
Co-ordinator -
First National
Real Estate.

Tips on how to achieve productive teleconferences

To ensure maximum results from a teleconference there are several tips you can apply so the call is effective, efficient and achieves the objective of the call.

- 1. Know how to establish a teleconference** - learn how to use this function either on your own mobile phone or in the office. Write the instructions on how to establish a call and leave it beside the phone or in the boardroom.
- 2. Turn off all mobile phones** - that's right not just to silent mode but turn it off - nobody is indispensable! In teleconferences it is rude to answer calls or send SMS messages while another meeting is occurring. If you have message bank on your phone callers will always be able to reach you.
- 3. Set an agenda** - regardless of how long the call will be, set a specific agenda and circulate to all participants in advance. Allocate specific timeframes to each speaker. If they have an allocated agenda item, every participant should adhere to that time frame.

4. Keep quiet – it is difficult to hear when you are on a teleconference if people are shuffling papers, sending SMS, having side line conversations – don't do it. Be still and listen to the whole conversations.

5. Keep conversations short - not everyone around you wants to hear your plans or the details so keep conversations short and to the point. Remember the cost of teleconference calls can be expensive - save the company money where you can.

6. Only have one person speak at a time - this courtesy will assist participants hear the whole conversation. On some teleconferences when one person talks it cuts out the sound for everyone else.

7. Be considerate about time - try to restrict your calls to business hours (unless your job indicates otherwise). Mobile phones and teleconferences have made us even more accessible to other team members, be aware people have lives outside of the office.

8. Try to conduct all teleconferences on a landline - If you are on your mobile phone you may experience dropouts or low signal areas making the call frustrating and you may miss out on important information. Calls to mobile phones are expensive so try to save the company money wherever possible.

9. Always be professional – keep the conversation on the topic of discussion and don't vary from the agenda unless vital.

10. Be considerate – keep the information relevant to participants and don't use language or jargon that may not be understood by participants (especially when dealing with technology projects).

Teleconferences are an essential part of our business however to achieve greater results from this facility apply these tips and your teleconferences will achieve your objective.

Do you need an MC for your Christmas function or event?

If so, give me a call on **0412 733 986** or [email me](#).

Recommended Events for your Diary

If you are in Brisbane come along to Module 1 on Nov 20th to advance your presentation skills - see you there. You can find out more at www.cicero-project.com.

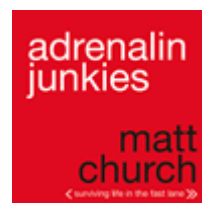
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Come along in Sydney and hear



Neen's Recommended Reading for the Month

Adrenaline Junkies & Serotonin Seekers.



Great Gift Pack Idea for Christmas

These fantastic books make a great gift for your clients, your staff or even yourself. You will get so much value from these books - enjoy!

I am regularly asked who does my newsletter and can thoroughly recommend Cherie at Limestar Design Studio:
www.limestar.com.au
> [Email Us](#)

limestar 
design studio

Please feel free to

legendary Shane Toohey, Australia's most successful ski mountaineer. Friday November 14th or if you are in Melbourne, enjoy Dr Dan Evans who will give you tips on how to build a sustainable business .

Find out more at www.connectnetwork.com.au and register now.

share this information with your friends and colleagues. If you would like to republish these tips please credit this to Neen James – Pocket Rocket.

Recommended Networks:

Check out the fantastic Business Women's Breakfast series in Sydney and Melbourne run by [Centrum Events](#) - it is a fantastic opportunity to hear a great speaker, network with like minded business women and a great way to catch up with friends each month



If you are a small business in the marketing & communications industry you would be interested in "Connect - The Marketing Professionals' Network".



They meet once a month for breakfast with a great speaker, have informal lunches and other social activities. It is designed for those in small business and they act as a virtual marketing team for many corporate clients. If you want to find out more log onto the [Connect website](#) – you will really enjoy this.

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Do you need help organising Your team? Your work place? Your business? Your conference? Your Life?

If so, give me a call on **0412 733 986** and we can chat about how we can help you to achieve amazing things in your life by being incredibly organised.

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