



## SELF EMPLOYMENT NEWS

(905) 734-1483 (800) 728-4920

August 9, 1999

# Things are changing

### Who's new?

Hello, Hello!

Let me introduce myself. My name is Lisa Moore and I am the new Administrative Assistant at Ontario Office Works Inc. Having been here a month now, I have had the chance to speak to a few of you. I am responsible for your monthly reports, so please be sure they are in by the 10<sup>th</sup> of every month. If you need to see Paul or Donna, give me a call and I will set up an appointment for you. I also have a wide variety of computer program knowledge, so feel free to call if you need help with one of your programs. Newsletters will now be prepared by me, so if there is anything that you would like me to put in them, or if you have any feedback, please let me know. I look forward to meeting you all!

### What's new?

We are moving on up!

We will be moving on August 16, 1999, however we will be keeping the same phone numbers and mailing address. Our new street address will be 178 King Street, which is located across the street from the Welland Club, see map insert.

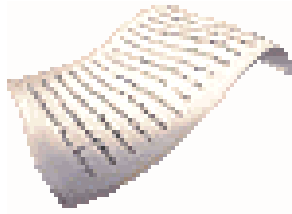
Note: There will be a new training room and also a private room for one on one conversations.

### What's going on?

Party!

Donna Joudrey will be hosting a party at her house on Saturday, September 18, 1999. The party starts at 12:00 noon until 4:00pm. There will be delicious hot dogs and hamburgers. If you are planning to attend, it is recommended that you call to let us know you will be attending.

## You can advertise your product or service free.



We send this newsletter to over 100 clients, and all of the Delivery Agents in the Niagara Region receive a copy. We could include anything you think would be beneficial to you or other clients. You must supply the copy. We would like to know what you think about our newsletters and seminars.

## SEMINARS FOR THIS COMING FALL ARE:

For reservations, call Lisa at Ontario Office Works - (905)734-1483 or (800) 728-4920

### **SEPTEMBER:**

Sales presentation on "Getting the customer to say yes -now!"

Topic: Find out how to gain a customer's trust. Learn how to move the client towards a buying decision and to take action now. Discover the different closing strategies successful sales people make.

Date: September 7, 1999

Time: 7:00 - 9:00pm

Place: Ivy House, Dunnville  
217 Tamarac Drive

Dealing with others through personality type identification

Topic: People approach problems in different ways depending on their personality type. Learn how the different types react and how best to work with them. Discover your own type and your own preferences. This will be a True Colors™ presentation.

Date: October 5, 1999

Time: 7:00 - 9:00pm

Place: 178 King Street, Welland



### **NOVEMBER:**

Developing dynamic written materials

Topic: Discover the new ways to make your brochures, flyers and advertisements grab the attention of your clients. Learn the do's and don't's of effective presentation. Find out what to include and what to leave out.

Date: November 9, 1999

Time: 7:00 - 9:00pm

Place: Ivy House, Dunnville  
217 Tamarac

### **DECEMBER:**

Easing the paperwork

Topic: A hands on session designed to help you handle your company's paper flow in a quick, easy way. Establish the routines needed to save time and make sure the information you need will be available.

Date: December 7, 1999

Time: 7:00 - 9:00pm

Place: 178 King Street, Welland



### **OCTOBER:**

HAPPY  
HOLIDAYS

# Small Business Club Meeting and Events

August 18,1999 - "Success Through Business Intelligence-It's Not Just For Big Businesses"  
7:00 - 9:00pm Are you in the dark? Whether the need is for knowledge of an industry, a market, a product, or a competitor - Business Intelligence can enhance a company's perception and enable them to act offensively. Joann Doan will be the guest speaker.

September 15,1999 - 2<sup>nd</sup> annual Savour Niagara Wine and Food Show  
5:00 - 9:00pm Niagara wineries work together with restaurants to offer a scrumptious tasting of specialty wines married with fresh flavorful taste of innovative dishes prepared by the region's most creative chefs. You must purchase tickets in advance, and there are a limited number of seats available.  
Tickets are \$30.00.

October 20,1999 - "Networking"  
7:00 - 9:00pm To be announced

November 17,1999 - 2<sup>nd</sup> Annual Business Card Exchange  
5:00 - 9:00pm An excellent networking evening. Tickets can be purchased for \$10.00 at SBCN.

December 15,1999 - Holiday Celebration  
7:00 - 9:00pm

Note: All events listed here will be held at the Niagara Suites hotel in Thorold, unless otherwise stated.

## Business Section



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