



HOW TO COLLECT DEBTS

Debt collection is a major cause of cash flow difficulties in many businesses and can contribute to business failure, poor performance and lower profits.

The www.business.govt.nz website provides businesses with an online training module which shows you how to improve the debt collection process in your business with good systems.

► [Read more](#)

Source: www.business.govt.nz

OPPORTUNITY TO GIVE YOUR HEALTH & SAFETY MANAGEMENT A BOOST!

For the past 3 years Gisborne businesses have been fortunate to have the opportunity to meet 3 times a year to discuss health and safety issues in workplaces that are common to all.

An initiative of ACC and the Department of Labour, a need was identified for business owners, health and safety officers and HR Managers to be kept abreast of latest legislation, discuss the impacts of health and safety issues on their workplaces and to network with like minded business people.

Guest speakers on topics such as workplace bullying, injury prevention, drugs, rehabilitation/return to work, workplace violence, and disaster/emergency management have all provided insights into raising awareness of what businesses currently have in place and what they may need to review and implement.

The forum, free for all businesses to attend, is supported by ACC, the Gisborne District Council and BDO HR & Training Services.

To register for the circulation list advising of future forums and topics, please contact linda.paulson@bdo.co.nz

BUSINESS INSIGHTS

[How to Collect Debts](#)

[Opportunity to Give Your Health & Safety Management a Boost!](#)

[Assess your Environmental Performance with Envirostep](#)

www.bdo.co.nz

BUSINESS TRAINING

[How to Gain Assertiveness](#)
6 September, Tauranga

[How to Improve Workplace Communications](#)
6 September, Tauranga

[How to Manage and Motivate Staff](#)
9 September, Gisborne

[Effective Budgeting & Cashflow Planning](#)
16 September, Gisborne

[How to Work with Difficult People](#)
21 September, Gisborne

[How to do Effective Performance Appraisals](#)
29 September, Tauranga

[How to Have Effective Meetings](#)
4 October, Tauranga

[How to Negotiate Successfully](#)
4 October, Tauranga

[Pricing and Costing](#)
6 October, Gisborne

[How to do Effective Performance Appraisals](#)
26 October, Gisborne

ASSESS YOUR ENVIRONMENTAL PERFORMANCE WITH ENVIROSTEP

Envirostep is designed to help small businesses to understand, improve & communicate their environmental performance. It can also be used by larger organisations to assess the performance of their branches, suppliers or members. Here's how it works.

Free Self-Assessment

- Register your business details (review their terms & conditions & privacy policy)
- Decide on your level of commitment (the greater your commitment, the more questions you get)
- Complete the questionnaire (it takes around 30 minutes & your answers are automatically saved)
- Get an instant report with your score, profile, comparison to other users & recommendations
- As you make improvements, update the questionnaire to improve your Envirostep score

To start the self-assessment [click here](#).

Source: [envirostep](#)

ONE-TO-ONE TRAINING

If you can't make it to our training workshop or would prefer a one-to-one session, don't hesitate to contact us to arrange a suitable time. All workshop topics are available one-to-one at \$180 plus gst per hour.

IN-HOUSE TRAINING

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

CONTACTS

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