

Now less than eight weeks away – have you registered yet?



Shaping Your Future –
It Starts With You



Conference designed for regional Office Professionals

Wednesday, 8 March 2017
Mercure Hotel and Convention Centre, Ballarat
www.connectnetworking.com.au/conference • 



The Connecting Conference, designed for Office Professionals in regional Victoria, will be held on International Women's Day, 8 March 2017.

The conference and conference dinner will provide opportunities for professional and personal development as well as a chance to network with others across the region who are in similar roles. And all for only \$300 (and less for *early birds* who book before 27 January 2017).

Don't miss hearing from the wonderful speakers/presenters. This is your time!

Register now at www.trybooking.com/234208

In Brief

Gorgi Coghlan keynote speaker at *Connecting Conference Dinner*

Don't miss a range of great speakers/presenters including **Gorgi Coghlan** (from *The Project*) at the Connecting Conference and Dinner.

Register at www.trybooking.com/234208



Save the Dates!

CONNECT NETWORKING events for 2017 will be held on:

Tuesday, 14 February
Wednesday, 8 March*
Thursday, 18 May
Tuesday, 15 August
Thursday, 30 November

*Connecting Conference

Your contributions welcome

Connect is published four times a year – summer, autumn, winter and spring!

To keep the newsletter interesting and one you want to read, we welcome your suggestions (and contributions) for future editions. Contact Gayle on 5332 1240.

Etiquette for email

Email has become an important means of communication both in business and in our personal lives. The following article from the Grammarly.com website provides some very practical tips for email use. Worth a read!

Email correspondence makes it simple, easy, and convenient to quickly contact co-workers and family members across the world. However, it isn't all roses with email. If you don't follow proper etiquette, you can end up annoying your recipients.

You've probably already heard about basic email etiquette tips, like using a specific subject line and replying as quickly as you can, but there is more you can do to ensure that your emails resonate with the people you send them to.

Don't Be Sorry to Bother Someone

When you start an email with *sorry to bother you*, chances are that the recipient already feels bothered by that opening line.

Those four words take seconds to read, seconds that the person could have used to find out the real point of your email.

Furthermore, if you are sending a business email, you should never apologise for asking someone to do their job.

You want to be polite, not obsequious.

Be Small-Screen Friendly



Email is not exclusive to desktop computers and laptops. People are always on the go, and they read their emails on mobile phones and tablets.

It isn't easy to read long blocks of text on a tiny screen. Keep that in mind when you're composing your messages.

Keep your paragraphs short and your message brief. If you must send a longer message, give a succinct summary near the beginning of the email so the recipient knows what's in store and can go back to read the rest later.

Also, think about the font you use. Some artsy fonts may look fabulous on a computer screen, but they could strain the eyes on a mobile screen.

Think Before You CC

A blogger for Lifehack describes being copied on emails: "I'd say about 90% of messages I've received where I'm not in the To: field but the CC: field were completely and totally useless to me."

Indeed, often those emails, intended to keep people in the loop, just end up being irritating white noise in the inbox.

This doesn't mean you should never CC anyone, but you should carefully consider who exactly needs the information you're about to send.

Use BCC for Bulk Mail

Want to use email to invite the universe to your upcoming party? Maybe you want to share your vacation photos with a long list of people. Whatever the reason, don't paste a novel-length block of email addresses at the top of a message. BCC everyone in your list.

This also respects the privacy of your recipients, which is especially helpful if not everyone who receives the email knows each other.

Do Not Overload on Cuteness

Fancy graphics and fonts do *not* look good on all browsers and devices and can make an email difficult to read.

If you cannot resist the urge to embellish, use small adorable touches that add character but don't overwhelm a message.

Along the same lines, if you are sending photographs, it's better to send them as an attachment rather than in the body of an email, so the email itself doesn't take ages to load.

Stick to Your Grammar Guns

Email is not as formal as a handwritten letter, but you should still respect the English language. Capitalise when needed, use punctuation, and give all your emails a read-through before you hit the send button.

This applies to both business and personal emails.

An interview with BJT Legal's Kellie Gregg

Kellie Gregg is a Conveyancing Executive for Stephen Byrne in the land transfers department of BJT Legal where she has worked for almost nine years.

As you will see from this interview, this busy mum fits a lot into her days.

What does your job entail?

Essentially I, along with two others, handle the legal paperwork and arrange property settlements. This goes from meeting clients who are either purchasing or selling, drawing up Contracts of Sale and other legal documents and getting these to settlement.

In particular, I handle settlements where there are builders/developers on one side, as well as the standard residential purchasers/sellers.

I also assist in maintaining the day to day calendar for Stephen Byrne, the director and solicitor of our department.

You already have a Bachelor of Arts - International Relations (Honours) as well as Diploma of Finance (Conveyancing), but I understand you are doing some more study.

Yes, I am studying a double degree of Bachelor of Laws/Bachelor of Property and Real Estate part-time off campus, and hope to complete this by the end of 2018.

At that point, I will enter into my legal traineeship with Stephen.

Tell us a little about Kellie outside of work

First and foremost, I am a mum to two wonderful little boys (aged 9 and 5).

In addition to my studies, I am on the Ballarat Little Athletics Committee, as well as the Delacombe Primary School Council and enjoy these roles greatly.



I particularly enjoy meeting new people with similar interests, being able to discuss issues that are important to us and, of course, having an impact in aspects of my sons' lives (whilst I still can).

I am very community-minded, which is why I enjoy volunteering my time where I can.

I am also a member of Legal Executives of Victoria and, whilst my role there is quite limited, I have made some great contacts.

This membership allows me to utilise different resources for work and study purposes.

Why are you a member of Connect?

I enjoy meeting new people, making new acquaintances, and being able to pick up the phone and know who I am talking to on the other end - not just the name.

Being in Ballarat, it is great to know people around you, and having a point of contact at a business is always a good thing.

Quotable Quotes

An interesting quote that has been attributed to many people including Margaret Thatcher (see <http://quoteinvestigator.com/2013/01/10/watch-your-thoughts/>)

"Watch your thoughts for they become words. Watch your words for they become actions. Watch your actions for they become habits. Watch your habits, for they become your character. And watch your character, for it becomes your destiny! What we think we become."

Some other quotes attributable to Margaret Thatcher can be found at http://www.brainyquote.com/quotes/authors/m/margaret_thatcher.html

Joshua Morris MP guest speaker at first event for 2017

Josh's Journey

Over the past couple of years, Connect Networking members have been fortunate to meet with and hear from our local parliamentary members – Sharon Knight who is the member for Wendouree in the Victorian Legislative Assembly, and the Hon Catherine King, MP who represents the seat of Ballarat in the Federal Parliament.

To start 2017, Joshua Morris MP will join us on 14 February to tell us a little about his journey from the classroom to the Ballarat Town Hall and to Parliament House.

Joshua is one of five parliamentarians representing the district of Western Victoria Region in the upper house of the Victorian Parliament, the Legislative Council.

The Western Victoria Region covers 79,438 square kilometres, a third of Victoria's total area with 477,829 eligible voters. Within the Region are the lower house seats, or Districts, of Bellarine, Buninyong, Geelong, Lara, Lowan, Melton, Polwarth, Ripon, South Barwon, South-West Coast and Wendouree.

The Connect Networking February function will be held at a newish Ballarat venue – more details soon!



Connecting @ Christmas

The Connecting @ Christmas lunch was a relaxing and enjoyable way to finish what was a very busy year for most Connect Networking members.

Oscars provided a perfect venue for the lunch and ensured that we were all well fed with interesting and flavoursome salads and meats as well as the traditional plum pudding.

One of the highlights of the event was the arrival of Mother Christmas who dispensed Christmas cheer and a small gift to each of those attending.

Our traditional Christmas hamper raffle, won by Kellie Gregg from BJT Legal (and pictured right with Mother Christmas, raised \$86.

