



Your Phone-IN Number is	<p>Phone : <b>02-9476-8375</b> (<b>Dedicated Phone-In Line</b>)</p> <p>Skype : <b>02-8011-4828</b> (call from your computer or phone)</p> <p>Skype ID: <b>thevoicebusiness</b> (call from your computer or phone)</p> <p>If you are having trouble getting through, call our office on 1300 922 122 (However, please do NOT use this number for PhoneIN call)</p>
<b>INSTRUCTIONS</b>	
1. Prepare your Workspace	<ul style="list-style-type: none"> <li>✓ Find a private location, away from any disturbance.</li> <li>✓ Clear the surface of your desk (except for lesson materials.)</li> <li>✓ Make sure you will be able to hear –turn off any noisy equipment.</li> <li>✓ Make sure you have room to move- and are able to sit down and stand up easily.</li> </ul>
2. Prepare your tools and materials	<ul style="list-style-type: none"> <li>✓ Set out a pen and blank paper.</li> <li>✓ Set out any lesson materials you may have been sent.</li> <li>✓ Set out a large glass of water for you to drink (in case you get thirsty)</li> </ul>
3. Prepare yourself	<ul style="list-style-type: none"> <li>✓ Make yourself comfortable by visiting the toilet before your call.</li> <li>✓ Loosen any tight clothing.</li> </ul>
4. Make your Call	<ul style="list-style-type: none"> <li>✓ At the appointed time, please call the number you have been given. It is posted above; you can see it at the top of this sheet.</li> <li>✓ If you can, put your hands-free speakerphone on.</li> </ul>
5. End your Call	<ul style="list-style-type: none"> <li>✓ Hang up.</li> <li>✓ Write your next session date and time in your diary.</li> <li>✓ Remember to do your assigned homework.</li> <li>✓ Congratulate yourself- keep up the good work!</li> </ul>
	✓

We look forward to helping you improve your communication skills!

Best Wishes, We'll be talking with you soon. ***The Voice Business Coaching Team***