



Your Phone-IN Number is	<p>Phone : 02-9476-8375 (Dedicated Phone-In Line)</p> <p>Skype : 02-8011-4828 (call from your computer or phone)</p> <p>Skype ID: thevoicebusiness (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>
INSTRUCTIONS	
1. Prepare your Workspace	<ul style="list-style-type: none"> ✓ Find a private location, away from any disturbance. ✓ Clear the surface of your desk (except for lesson materials.) ✓ Make sure you will be able to hear –turn off any noisy equipment. ✓ Make sure you have room to move- and are able to sit down and stand up easily.
2. Prepare your tools and materials	<ul style="list-style-type: none"> ✓ Set out a pen and blank paper. ✓ Set out any lesson materials you may have been sent. ✓ Set out a large glass of water for you to drink (in case you get thirsty)
3. Prepare yourself	<ul style="list-style-type: none"> ✓ Make yourself comfortable by visiting the toilet before your call. ✓ Loosen any tight clothing.
4. Make your Call	<ul style="list-style-type: none"> ✓ 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. ✓ If you can, put your hands-free speakerphone on.
5. End your Call	<ul style="list-style-type: none"> ✓ Hang up. ✓ Write your next session date and time in your diary. ✓ Remember to do your assigned homework. ✓ Congratulate yourself- keep up the good work!
	✓

We look forward to helping you improve your communication skills!

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