



mohawk media

The Cloud-Based Business Toolkit

Learn how to improve communication, collaboration and increase productivity with a cloud-based business toolkit. Take a guided tour of free online tools with Helen Baxter in this professional development workshop.

Using a combination of presentations, conversations and personal planning, learn how to automate, delegate and manage your business more efficiently.

This workshop is designed for small to medium sized organisations wanting simple solutions to common problems.

With tips on managing projects, remote teams and international clients, saving money on hardware, software, and lowering the risk of losing vital data.

Escape the office and work anywhere with Wifi, or even run your business from your mobile phone.

Mohawk Media Training

Mohawk Media runs workshops to help organisations save time, money and stress through online tools and workflows tried and tested in our own company.

We draw on experience gained from ten years of teleworking with international clients, to give you practical advice on running an agile, lean organisation.

Learning is tailored to your own needs with:

- Small group sizes for more trainer time
- Personal planners to take away
- Podcasts to share with colleagues
- Weekend or on-demand workshops

Participants will be invited to join the Mohawk Media Network on LinkedIn for ongoing support and advice from our training community.

Mohawk Media is based above the CQ Conference Centre at 233 Cuba Street Wellington. Workshops can also be held in-house within Australasia.

Workshop Outline

- How to work smarter not harder online
- Create a customised business toolkit
- Manage time, projects and people
- Produce engaging presentations
- Stay up to date with activity streams
- Co-create and collaborate with wikis
- Meet less, do more with web conferences

Want to offer discounted rates? For details on special offers for your clients or members email studio@mohawkmedia.co.nz or call 021 183 9697



Helen Baxter

Helen Baxter has been running internet workshops in the UK, Australia, and New Zealand for over fifteen years.

She is a Teaching Fellow at Victoria University, Wellington, an international keynote speaker and XMediaLab mentor.

Helen sits on the advisory boards of Creative Commons Aotearoa and Digital New Zealand, is a judge for the Yahoo! NZ Digital Strategy Awards, and the Mix & Mash competition.

She was the founding Editor of KnowledgeBoard.com, an award-winning Knowledge Management & Innovation community run by the European Commission.



Helen pitched her workshop at just the right level to bring on board those new to the online world while also stimulating and challenging us. She is an incredibly engaging presenter who knows her stuff and felt like a member of the team. People have been asking for more.

Marianne Doczi
Skills Victoria, Melbourne



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