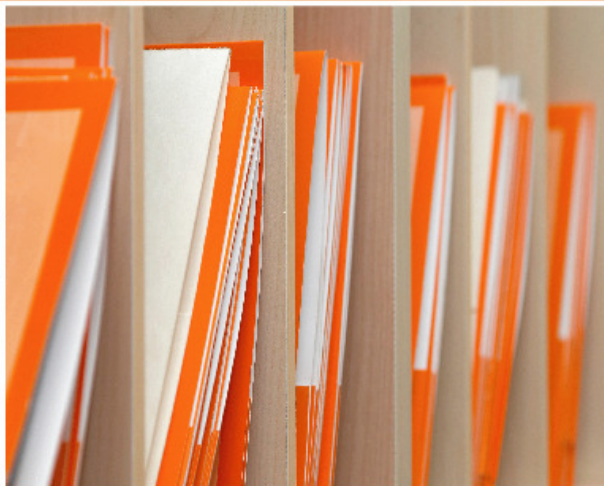


Completely Organised at Work



Discover how being organised can improve your workplace personal efficiency, decrease your stress and best of all save you up to an hour and a half a day.



Program Overview

Do your people struggle with the volumes of emails, interruptions and unfinished projects which lead to unproductive days? This program will show participants how to increase their workplace productivity by implementing efficient workflow systems, making the most of their work space, managing their time and stress effectively and by working in an organised manner with their colleagues. The practical techniques presented can be applied immediately.

Learning Outcomes

What the program will cover:

- Creating an efficient and systemised document workflow system.
- How to manage your inbox and deal with emails effectively.
- Establishing a productive and less cluttered workplace.
- Tips on running effective meetings that produce outcomes.
- Establishing patterns with co-workers to keep you organised.
- How to work with disorganised colleagues and stay efficient.
- Using existing tools to manage your email, tasks and calendar.
- How to plan and set realistic goals using SMART method.
- How to schedule and deal with competing priorities effectively.
- Recognizing and managing what's urgent and what's important.
- Practical techniques for reducing interruptions and combating procrastination.
- How your physical workspace can affect your productivity and what can be done.
- Managing and reducing work related stress.
- How effective communication can keep you organised.
- Strategies for being organised and productive within a team.
- Maintaining the new systems in the long term.

Book and pay 30 days before a scheduled course to receive the early bird discount!



Program details

Duration:	1 day (9.00am to 4.30 pm)
Venue:	CBD location in each City
Investment:	\$875 (single) \$750 (4 or more delegates booked)
Early bird:	\$725 (single), \$600 (groups)

Your investment includes morning and afternoon tea, lunch, a comprehensive workbook, an organising tips booklet, two motivational cards, free access to our online efficiency toolkit, a Certificate of Achievement and a follow up coaching call.

Completely Organised at Work

Benefits of the Program

- Gain up to 1 hour of productivity per day
- Gain up to 40% more usable work space
- Discover practical strategies for reducing stress
- Learn effective techniques for managing time
- Learn how to set up a more efficient work environment

Who Should Attend?

This program is suited for any individual who would like to improve their personal efficiency skills and currently works in an office environment. It is highly recommended for groups who work together in the same organisation, department or office. This program is also relevant for existing office management personnel who would like to improve their organisational management skills.

Format

We keep our public workshop numbers small so that participants can receive individual attention from our expert facilitators and can have time to participate in all the exercises. Our training programs are practical with lots of interaction and discussion between the participants.

Before attending the workshop each participant will receive a pre-program survey that they are required to complete and return to us at least 3 days prior attending the course. During the workshop, participants are encouraged to develop and work on an individual action plan in a consultative and controlled environment. Participants return to work with a clear understanding of how to apply the techniques learnt so they are able to improve their productivity. Each participant will receive a Certificate of Achievement on completion of a course and individual follow up contact.

3 Easy Ways to Register



1. Book online using our secure shopping cart.
2. Fax completed registration form to 02 9283 5680.
3. Call us on 1300 783 987 to speak to one of our course coordinators.

In- house learning solutions

Save up to 35% by running this program in- house

We can customise this program to suit your business requirements and it can be delivered as either a full day or two day program. We will conduct a pre workshop analysis to determine the best fit for your organization and culture so that you receive the maximum results from your training investment.

Join other companies such as Cancer Council NSW, Russell Investments, BHP Billiton, Australian Hearing, Origin Energy, North Sydney Council and many more who have benefited from this program.

I would definitely recommend their workshops to any organization who want their staff to learn how to work more efficiently.

Donna – VP Manager

For more details and to discuss your requirements call us today on **1300 783 987**

What past delegates have said...

The workshop was dynamic and inspirational. The practical approach gave us simple and easy ideas that can be implemented immediately. I can't wait to get back to my office so I can apply the techniques I have learnt.

Tracy, Training Coordinator

It was great to attend the Completely Organised at Work course. I really did get a lot out of it and I would highly recommend it as a must attend course for anyone who wants to increase their efficiency at work. The workbook was also excellent!

Melissa, Small Business Owner

Your in depth seminar made me stop and focus on what needs to be done and then how to do it. I would recommend this program to any company searching for a way to decrease their staff's stress and frustration while increasing their productivity.

Charles, Senior Policy Officer

Organising Place

W: www.organisingplace.com.au P: 02 9283 2963 F: 02 9283 5680 Toll free: 1300 783 987 E: courses@organisingplace.com.au

ABN 43099051699

Registration Form

Office use only
Reg date:
Ren ID:

YES, I want to attend the **Completely Organised at Work** workshop.

Name Job Title

Organisation Address

Phone Email

How did you hear about this workshop

Full day course - location and dates (please tick)

SYDNEY 19 March 9 September **BRISBANE** 18 June 16 September

CANBERRA 21 May 30 September **MELBOURNE** 30 March 23 September

Investment - inclusive of GST

SINGLE: Single **\$875**

Early bird single **\$725**

GROUPS: Groups (4 or more delegates) **\$750 /person**

Early bird group **\$600 /person**

**Book and pay 30 days
before a scheduled
course to receive the
early bird discount!**

Please list the full name and contact email of all the delegates attending. *For additional delegates please photocopy this form.*

Name Email

Name Email

Name Email

Payment options

By credit card: Please charge the following credit card VISA Mastercard * AMEX

* A credit card fee of 3% will apply for Amex

Card number

Name on card Expiry date

Signature

By Direct Debit: Please credit Sarden Group Pty Ltd BSB: 112-879 A/c No: 125711391

Total amount payable \$.....

Terms and conditions for public courses

Booking Policy: Your booking is not confirmed until payment is received. Once we receive your payment and registration details your place (s) will be reserved and you will receive a tax invoice and the program details including the venue address. We are happy to issue an invoice for a purchase order but payment in full is required 7 working days before the course.

Program Inclusions: The investment includes morning and afternoon tea, lunch, all course materials and follow up contact once the course is completed. As an extra bonus each delegate will receive an easy to read book full of organising tips, two motivational cards and free access to our **online efficiency tool-kit**. The tool-kit includes case studies, assessments, forms and checklists they can customise for their own use.

Cancellation Policy: A full refund, less 25% service charge will be charged for cancellations received in writing (letter, fax, email) within 7 days of a course. We regret that no refunds can be made less than 7 days before a scheduled event. Should you be unable to attend, a substitute delegate is always welcome at no extra charge. If places are available your booking may be transferable to another scheduled event of equal value within 12 months of booking date. Organising Place reserves the right to alter this program without notice. If an event is cancelled by Organising Place, program fees are fully refundable.

Our Guarantee: We stand behind our facilitators and course content to ensure that you get maximum results from your training investment. We guarantee that you and your staff will come away with at least 3 techniques that will improve their personal efficiency. We also guarantee that your training will be facilitated by qualified trainers in a professional manner. If we fail to meet these expectations, please contact us in writing within 30 days describing what solutions were not met. Once we are able to discuss the issue with you we can either arrange for you or your staff to attend another scheduled course or issue you a full refund. Failure to make a claim within one month of the workshop implies that you were fully satisfied with the course.

FAX this form to 02 9283 5680

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