



## What We Do

**Organising Place™ transforms** you and your people's personal productivity by providing unique workshops and learning programs in workplace organisation and personal efficiency. Our presentations will help your people to be more organised, efficient and productive and best of all less stressed. **Our training programs** are unique and are designed for organizations who would like to improve the overall workflow and personal efficiency of their people. We focus attention on key problems and solutions and we use real life examples from real people not hypothetical examples. We believe in making our programs interactive and relevant to the participants so we can ensure effective skill acquisition and achieve a shift in behaviour. Our programs achieve an extremely high delegate satisfaction rating because we ensure that we continually improve our courses by analysis the feedback and updating the content.

## Why are our training programs so successful?

We offer much more than time management training. Our core workshop, **Completely Organised at Work** teaches an overall workplace organisation, including paper and electronic workflow systems, office design, ergonomics and effective time management techniques. Our workshop groups are kept small so we can attend to each participant's unique issues, which will enable them to experience real long term results in their personal

## Organising Place™

# Details...

productivity. We guarantee that once your people have attended one of our training programs, they will be more organised, efficient, productive and best of all less stressed. Your organisation will benefit from a more productive workforce, a decrease in employee absenteeism and an increase in overall profits.

## Our clients

Our clients come from a variety of organisations within the public and private sectors. Our programs have been delivered in a variety of businesses from multi-national corporations to government departments, not for profits and small to medium businesses. Our past participants have come from all types of occupations including high level Executives Operations, Sales, Technical, Administration and Business professionals.

## Our In-house programs

Our in-house programs are cost effective and a notable return on investment. They can be delivered as the standard workshop or customized to suit your organization and culture. We design all of our programs following a detailed consultation and analysis with our client so that we are able to achieve a positive and measurable result for them. All of our programs can be delivered in a stand alone training format or a combined training/ coaching component. We can also deliver any of our programs concurrently within your organisation in various locations.



## Our public programs

Our public workshops are scheduled throughout the year in major urban centres nationally. We keep our public workshop numbers small so that participants can receive individual attention from our facilitators and can have time to participate in all the exercises. Participants are also encouraged to develop and work on an individual action plan in a consultative and controlled environment. In addition to the extra bonuses all of our participants receive, they will also receive a Certificate of Achievement on completion of a course.

## Our Team

### Our founder and managing director

Amanda Sarden founded Organising Place when she discovered the main reason for low productivity at work was disorganisation. Since its establishment, Organising Place has doubled its growth each year and now works with clients from industries as diverse as government, healthcare, non profits, banking and finance, marketing and education. Amanda has a background in HR and office administration and throughout her working life has worked in a variety of industries and office environments. Amanda is an expert in workplace efficiency and is regularly quoted in the media. She speaks on this subject at conferences, business events and Expos throughout the year.

### Our facilitators

Our facilitators are experienced and highly skilled practitioners who are regularly trained in our Organising Methodology. They employ an interactive learning method and are familiar with the latest techniques in adult learning which will engage your people and enhance their skills. Their knowledge of a variety of industry sectors enables them to adapt to the needs of your organisation to ensure your people's individual queries and problems are addressed. Our facilitators can also be available to attend consultation meetings with you to discuss the program and course material.

## Testimonials

I deal with many trainers and facilitators and found that the service that was offered by Organising Place was fantastic, in particular their willingness to adapt the content to meet our specific needs. Their trainers really know their stuff and they mix fun with actionable information which made the day totally enjoyable. Our team left the workshop with some great ideas which were easy to implement. I would definitely recommend their workshops to any organization who want their staff to learn how to work more efficiently.

**Donna – VP Manager**

The Complete Time Management workshop was very informative and I feel that I have taken many things away from this presentation. It was an interesting way to learn different approaches to manage my time, my priorities and my team projects. This workshop certainly changed my outlook to time and helped me to work more efficiently. I would also like to commend the great learning environment and the facilitator who really knew her stuff.

**Kim – HR Coordinator**

Your workshop was rated as excellent by 96.5% of the participants. Your professional and pleasant manner created a relaxing learning environment in which participants could take in the information presented.

**Jo-Anne – Women in Business Manager**

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