



Workplace Organisation

Welcome to the Workplace Organisation Training.

Order can be described as the absence or reduction of chaos. The absence of chaos allows people to organise into groups, large and small, to perform certain, varying tasks with the intended goal of working toward something greater. If that sounds familiar to you it's probably because it sounds exactly like any and every workplace ever, as workplaces are places where large numbers of people form groups that perform certain tasks in an orderly manner which then all contribute to the working of a machine that is larger than themselves; the business itself. With this in mind, any effort done to keep the business running as smoothly as possible is extremely valuable, and adding the capacity for more and/or better work to be done can only be icing on an already great cake.

This training session will provide employees new methods and strategies for becoming more organised in the workplace. From simple tasks such as calendar planning, to desk organisation. This session is ideal to create organised super performers.

Course Overview

You will spend the first part of the session getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

This training session will help teach participants how to:

- Learn how to properly gather and sort resources
- Allocate resources properly and oversee at least part of their operation over time
- Refine and tweak their system
- Standardise and homogenise their system
- Find ways to enhance and sustain their system

Gather and sort their resources

First in this session participants will be introduced to the 5S Method.

Allocate Their Resources Properly

There are many methods of how to create these differing systems as well as ways to alleviate an organiser's difficulties in doing so. In this session, these methodologies available to the participants and ensure that they are adequately equipped to handle the creation process.

Refine And Tweak Their Systems

Next, participants will learn how to refine and tweak their new organisation by creative and holistic means from the micro level such as changing employees to the macro level in the form of corporate restructuring.

Standardise And Homogenise Their System

In this session, participants are taught how to achieve this consistency by many different means; from more subtle methods such as certain psychological reinforcements or motivational material for rendered services, to more direct methods such as quality control tests for certain goods.

Enhance And Sustain Their System

Lastly, participants will be taught with the hope that they can make their systems not only sustainable but also arm them with the tools they need to adapt to the changing environment that their business is built upon.

Workshop Wrap-Up

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.

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