

get organised[®]
a place for everything and everything in its place



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paper space time products training workshops

Founded in 1993

Want to become a Professional Organiser – Now what?

Enrol in the Get Organised™ Professional Organisers Consultants Training

The Professional Organising Industry is a growth industry in Australasia and around the world now, so if you are keen to start your own organising business, or add this arm to your existing business, our 1-day Workshop will deliver the ‘must know’ insights and skills to operate in this industry.

Attend this training and you will build valuable, sought-after business skills that will help you plan, organise, control and complete organising projects with efficiency and professionalism allowing you to tackle your very first project with greater confidence and see it through to positive results.

Presented by Carol Posener, CEO of Get Organised Pty Ltd, the leading Professional Organising service provider in Australia and author of “Get Organised – A Practical Guide to Organising Your Home and Office”, Carol has seen it all, with over 20 years in the business.

Topics include:

- Client & Session Time-Management
- Client communication
- Confidentiality
- Dealing with different personalities
- How to analyse, assess & prioritise what needs to be done in any situation
- How to get organised so you can organise others
- Identifying clients needs
- In-depth Office & Home organising skills
- Insurance & Safety in the workplace
- Introduction to the Professional Organising Industry
- Product & Resources
- And much more!

Five Good Reasons why you will want to attend this workshop...

1. The Speaker, Carol Posener is the doyenne of the industry and an ‘Expert’ accredited Professional Organiser, with a proven record of professionalism, expertise and success.
2. Carol will give you only the most important information. There is a lot of information out there that could take years to gather on your own. In one day, we’ll give you what we believe is the best, most important information to help you be the best you can be.
3. Practicality is emphasised. You will leave this workshop with specifics you can apply immediately. We promise you’ll get results on your very first appointment.
4. The value is unbeatable. Not only is our enrolment fee a great value, you will save yourself significant investment dollars by eliminating the time it takes to gather the information and resources needed for this style of business.
5. Our guarantee is unconditional, straightforward and the very best in the industry. How can we be so confident? Because we work hard before the workshop to ensure you’re happy after the workshop. We deliver pertinent, up-to-date information you can really use, at a convenient workshop venue from a speaker who will take you on an exciting journey full of fun and *facts*.

Course Content

Introduction to the Professional Organising Industry

A new industry in Australia commenced 20 years ago and now it's taking off all around the world. Find out why and who's involved. We'll also discuss what a Professional Organiser does, who are our clients and why.

How to Get Organised so you can Organise Other People

Planning *before* a client session is vitally important to maximise the time you spend with them. What do you need to take with you and what resources will you need to know about? We discuss presentation, etiquette, counselling techniques and ways to offer solutions for all their needs.

Confidentiality

We discuss confidentiality in this industry and why a Confidentiality Agreement is needed.

Dealing with Different Personalities

Clients come from all walks of life and therefore each will be unique in their style and behaviour. You will experience clients with a cross-section of psychological issues such as hoarders, people with poor self esteem or people who have suffered from a trauma that has held them back in making progress in their life. The majority of clients however, will be time-poor with little or no time management skills and so we'll have an in-depth look at how to deal with clients in all situations.

Identifying Clients Needs

What do you need to be aware of when first meeting with a client at their office or home? What can you see, and therefore make recommendations for immediately?

Client Communication

How do you deal with a client who is nervous, or doesn't want to change anything – even though they've called you in to help them? Without counselling skills, or a degree in psychology there are ways to effectively communicate the solutions you offer and provide a win-win solution for you and your client every time.

Client and Session-Time Management

Managing our time, as Consultants can be tricky as many issues come into play during a session. Client availability, your efficiency, productivity and ability to assess project time frames means that you will be juggling many balls in a short space of time. We will discuss how you can make a difference quickly and effectively and at the same time promote a professional service.

How to Analyse, Assess and prioritise Client Needs in Any Situation

We will discuss the questions to ask at a business or home consultation, and also learn how to identify priority areas with your clients.

In-depth Office and Home Organising Skills

We'll look at paper, how to manage it, and how to assist your clients in managing the flow plus organising space layouts.

Products and Resources

Products and resources are tools to assist in the organising process and in this session you will see the latest products and solutions that are sure to add value to your Home or Office consulting sessions.

Insurance & Safety in the Workplace

We will discuss the importance of insurance in this industry and discuss safety and awareness of different situations you will encounter.

Role-Plays

This segment will take you into your role as Professional Organising Consultant using Role-Plays so that you can fully experience how to deal with different personalities...a fun and insightful session! Many participants have commented that they find this segment to be one of the most valuable.

Workshop Material

Get Organised provides you with a **'Certificate of Attendance'** that serves as your permanent record of participation. You may want to frame it or put it in your personal file to show that you're serious about your success. You can also use this training certificate towards your [AAPO](#) membership accreditation for education training hours.

You'll also receive (by email after the event), our **soundly researched Training Handbook**, containing all the information covered in the workshop - to refer to when needed.

All **catering** is included in the course fee. Please advise on your Registration Form if you have any specific dietary requirements.

Your Trainer

The presenter, Carol Posener has 'Certificate IV in Assessment and Workplace Training' Accreditation and has developed and presented "Organise Your Life" and 'Organise Your Home Storage Needs' seminars for IKEA, along with presenting workshops for Kikki-k and Nivea.

Important Privacy Information

We are privacy conscious and protect your personal information at Get Organised™. We do not give your personal information to anyone without your permission. By completing the Registration Form, your details will be added to the Get Organised™ Workshop database and used to send further promotional material to your attention. If you do not wish to receive further mailing, please tick this box.

Registration Information

The easiest way to guarantee your place is to complete the online booking form with payment. **Payment must be made two weeks prior to scheduled course dates.**

Once our office has received your payment, an invoice will be generated and given to you at the workshop. Also, this workshop fee can be claimed as a Tax Deduction for your business.

Payment Information

| | |
|--------------------------------|----------------------------------|
| Workshop Enrolment Fee: | \$1375 (inclusive of GST) |
| Time: | 9.00am-5.00pm |
| Venue - Sydney: | To be advised by email. |
| Venue - Melbourne: | To be advised by email. |
| Venue - Brisbane: | To be advised by email. |
| Venue - Perth: | To be advised by email. |
| Venue - Auckland: | To be advised by email. |
| Venue - Singapore: | To be advised by email. |
| Venue - London: | To be advised by email. |

4 Easy ways to Register...

Book and [pay online](#) via our website.

We accept Credit Card payments
(VISA and MasterCard)
(All credit card payments incur a payment-processing fee of 1.65% of the fee, plus a \$2.50 handling fee).

By Phone:
1300 881 384

Scan and email Registration Form to:
info@getorganised.com.au
Please include: Name, Postal Address, Telephone Number(s).

By Post

Mail Registration Form and cheque to:
Get Organised Pty Ltd
PO Box 35 Mosman NSW 2088

By Direct Deposit:

Bank Name: ANZ Bank
A/C Name: Get Organised Pty Ltd
A/C Number: 110257106
BSB: 012-351 (Mosman Branch)



Yes, I can't wait to attend....

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Registration Form

Title: [Mrs/Ms/Miss] _____

Full Name: _____

Postal Address: _____

Suburb/City: _____

State: _____ Postcode: _____

Telephone/s: _____ Mobile: _____

Email: _____