

# The Professional Organiser Training Institute™

## Do You Want to Become a Professional Organiser?

### Enrol in our benchmark 1-Day Professional Organiser Consultants Training Workshop to take the first step in becoming an accredited Consultant.

The Professional Organising Industry is growing FAST around the world, and the demand for Professional Organisers has never been greater, so if you are keen to become a Consultant, create your own business, or add this service to an existing business, this 1-day Workshop will deliver the 'must know' information and skills to operate in this industry.

Attend this training and gain valuable, sought-after business skills that will help you plan, organise, control and complete organising projects with efficiency and professionalism, allowing you to manage your very first client with confidence and success.

Presented by Carol Posener, Founder and CEO of Get Organised Pty Ltd, the leading Professional Organising service 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:

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

#### 5 Reasons to Attend...

1. **The Speaker, Carol Posener is the doyenne of the industry**, an 'Expert' Accredited Professional Organiser, with a proven record of expertise and success.
2. **Carol delivers only the most important information.** There is an abundance of information out there that can take years to gather on your own. In 1-Day, we give you what we believe is the most important.
3. **Practicality is emphasised.** You will leave this workshop with specifics you can apply immediately, guaranteeing you'll get results on your very first appointment.
4. **The Value is unbeatable.** Not only is our enrolment fee 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, and the very best in the industry.** We work hard before the workshop to ensure you're completely satisfied, delivering 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 over 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.

### **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.

### **Confidentiality**

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

### **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 will you need to take with you and what resources do you need to know about? We discuss presentation, etiquette, counselling techniques and ways to offer solutions for all your clients needs.

### **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.

### **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 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.

## 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

We provide 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 1-Day Professional Organiser Consultants Training Workshop Handbook**, containing all the information covered in the workshop to refer back on 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

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 and her own public Life Order Seminars. Carol has run this 1-Day training event since 2004, training many of the industry service providers today.

## Important Privacy Information

We are privacy conscious and protect your personal information. We do not give your personal information to anyone without your permission. By completing the Registration Form, your details will be added to **The Professional Organiser Training Institute™** Workshop database, and may be 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 details for workshops will 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](mailto: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:** \_\_\_\_\_