

## Want to become a Professional Organiser – Now what?

# Enrol in the Get Organised<sup>®</sup> Professional Organisers Consultants Training

The Professional Organising Industry is a growth industry in Australia and around the world now, so if you are keen to get involved - to start your own organising business or add this arm to your existing business, our one 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 17 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

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

1. The Speaker, Carol Posener is an expert in this field, with a proven record of effectiveness, professionalism and expertise.
2. We give you only the most important information. There's 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 make sure you're happy after the workshop. We ensure that 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.

## **Introduction to the Professional Organising Industry**

A new industry in Australia commenced 17 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 Organised Others**

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 what needs to be done 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 talk about Safety and awareness of different situations you will encounter.

## **PLUS!**

We will take you into your role as Professional Organising Consultant with some Role-Plays so that you can experience how to deal with different personalities...a fun and insightful session!!!

## Workshop Materials

You won't go away empty-handed. You'll leave this training day with a 'Certificate of Attendance' and a soundly researched resource manual containing the information you just learned to guide you in the future.

## 4 Easy ways to register....

**Book and Pay Online**  
**We accept Credit Card**  
**Payments**

VISA and MasterCard

**By Phone:**  
1300 881 384

**By E-Mail to:**  
**info@getorganised.com.au**  
*Please include:*  
Name, Postal Address, Telephone Number

**By Post**

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



**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:** \_\_\_\_\_

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 – Storage and Stationery Products and Nivea promotions.

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### 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

**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 personnel file to show that you're serious about your success. You can also use this training certificate for the AAPO (The Australasian Association of Professional Organisers) membership accreditation process towards training hours.

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

Alternatively, you can mail or fax your registration to our office – Get Organised Pty Ltd PO Box 35, Mosman NSW 2088. Our brochure and registration form is available to download from our website for your reference.

If you would prefer, Internet Banking payments can be made directly to our bank account as follows but **must be made two weeks prior to the course start date.** Please email us at [info@getorganised.com.au](mailto:info@getorganised.com.au) with your details and confirmation of payment for your chosen course.

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

Once payment has been received by us, an invoice will be generated and given to you at the Workshop. This workshop can be claimed as a Tax Deduction for your business.

## Payment Information

**Enrolment Fee:** \$1250.00 (Plus GST)

**Time:** 9.00am-5.00pm

**Venue (Sydney):** To be advised.

**Venue (Melbourne):** The Whitley College - 271 Royal Parade, Parkville  
Tel: (03) 9340 8027