Soft skills

Organising Your Work and Resources

One day to set your department's workload against the resources you have: people, skills, equipment, time. You learn to measure workload, spread the work according to skills, absorb peaks and absences, and organise workstations to limit lost time. The exercises use your real activity, in a workshop, a warehouse, an administrative department or a sales floor.

Duration : 1 day

Objectives

1. Assess a department's workload and compare it with the available capacity
2. Distribute activities among people, taking skills and versatility into account
3. Anticipate activity peaks, absences and leave with solutions prepared in advance
4. Organise space, tools and information at the workstation to reduce searching and waiting
5. Build your team's organisation chart and keep it up to date

Programme

Day 1 — morning

• Workload, capacity, bottleneck: the basic notions of organising a department

• Measuring workload: volumes, standard times, seasonality, unplanned work

• Listing resources: headcount actually present, skills, equipment, subcontracting

• Exercise: workload-capacity review of your department over a typical month

Day 1 — afternoon (workshop)

• Distributing the work: assignment, rotation, versatility and back-ups

• Preparing for peaks and absences: a simple continuity plan for the team

• Workstation and space organisation: storage, visual markers, tools within reach

• Workshop: your team's organisation chart and adjustment plan, then knowledge test

Teaching methods

• Workload-capacity review built from your department's real volumes

• Cases of a warehouse in a high-activity period and an accounting department at month-end close

• Observation of a workstation on site when the training takes place at your premises

• Team organisation chart template handed to participants

• Pair work between people from different departments to compare viewpoints

Assessment and documents

Knowledge test at the end of the day and review of the organisation chart produced by each participant. Follow-up evaluation at D+1; numbered certificate verifiable online and training report for the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

For the manager's personal organisation, see "Managing Your Time and Energy". For a project with a start and an end, "Planning a Project or an Activity" covers the schedule and milestones in detail.

Practical information

Duration	1 day
Audience	Managers, department heads, team leaders, warehouse or workshop managers
Prerequisites	Responsibility for an activity or a team
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

How does it differ from "Managing Your Time and Energy"?
This day deals with collective organisation: spreading a department's workload across people and resources. "Managing Your Time and Energy" is about each participant's calendar and working habits.

Do we need quantified standard times?
No. Estimates drawn from experience are enough for a first workload-capacity review; the training shows how to refine them afterwards from simple records.

For which types of department?
Production, logistics, maintenance, administration, sales: anywhere a manager has to spread a volume of work across people and equipment. Examples are chosen according to the departments present in the group.

What funding options are there?
The training can be included in your training plan and submitted under the special training contracts. Depending on your sector, a GIAC can also help with identifying needs. We prepare the files with you.