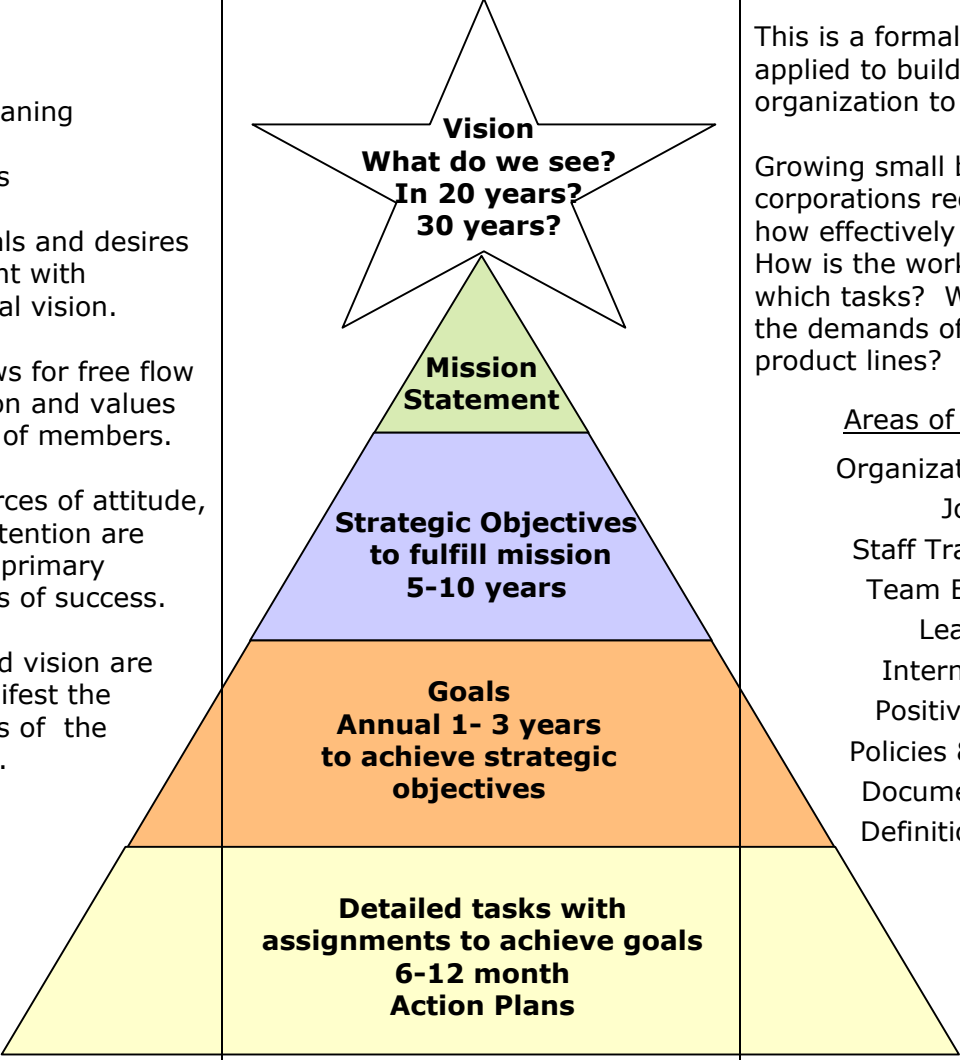


The Path and Processes for Building Organizations ©

The New Paradigm	The Planning Pyramid	Organizational Development	Office Organizing
<p>Creativity</p> <p>Common Meaning</p> <p>Relationships</p> <p>Personal goals and desires are congruent with organizational vision.</p> <p>Culture allows for free flow of information and values contribution of members.</p> <p>Energetic forces of attitude, belief and intention are accepted as primary determinants of success.</p> <p>Intention and vision are tools to manifest the highest goals of the organization.</p>		<p>This is a formal term for the processes applied to building the capacity of an organization to fulfill its mission.</p> <p>Growing small businesses and large corporations require periodic reviews of how effectively they are functioning. How is the work flowing? Who is doing which tasks? What is required to meet the demands of new clients and product lines?</p> <p><u>Areas of Development include:</u></p> <ul style="list-style-type: none"> Organizational Reporting Charts Job Descriptions Staff Training & Development Team Building & Motivation Leadership Training Internal Communications Positive Corporate Culture Policies & Procedures Manuals Documentation of Processes Definition of Functions/Units 	<p>Design and document the procedures for action, storage and retrieval of information:</p> <ul style="list-style-type: none"> ❖ Paper ❖ Electronic ❖ Verbal <p>Develop systems to manage:</p> <ul style="list-style-type: none"> ❖ Time ❖ Tasks ❖ Priorities ❖ Projects <p>This process is used to organize the work areas and habits of entrepreneurs, professionals, managers, and support staff.</p> <p>Office organizing is also applied to central files and basic repetitive office functions in order to ensure standard procedures across a business, organization or department.</p> <p>Core tasks can be simplified, codified and documented so that staff is not continuously reinventing the wheel.</p>