



Capability Statement

Optimised Workforce provides tailored learning and development solutions and high-quality business process documents to optimise the workforce productivity of its clientele.

Learning and Development Solutions

We can assist your business with the following:

- Any phase, or all phases, of the instructional design model on a broad range of subject matter, including; analysis, design, development, implementation, and evaluation.
- Creation of formal learning programs and materials; whether they be face-to-face, e-learn, or self-directed learning packages.
- Creation of assessment strategies, instruments and other materials.
- Development of workforce competency frameworks through consultation with key business stakeholders.
- Identification and exploitation of experiential learning opportunities already available in your workplace.
- Interpretation of nationally-recognised training packages.
- Evaluation and improvement of existing training and assessment products.
- Provision of competency advisory services to industry training professionals, including mentoring of workplace trainer/assessors.
- Selection of training providers external to your organisation, including negotiation and liaison to ensure it meets operational and strategic objectives.

Quality Documents and Other Publications

Our capability with regard to quality documents and publications includes the following:

- Consultation with key business stakeholders to establish, document and publish policies and procedures.
- Authoring of technical manuals using a range of information sources, including client subject-matter experts, OEM publications, and existing in-house material.
- Implementation of paperless quality documents, forms and checklists, enabling the use of mobile devices in operational environments.
- Interpretation of existing OEM publications to better suit the needs of your workforce.
- Review, proofing and editing of client-prepared documentation.
- Preparation of work instructions, forms and checklists.