
BSBADM307

Organise Schedules

Establish schedule requirements

- Identify organisational requirements and protocols for diaries and staff planning tools
- Identify organisational procedures for different types of appointments
- Determine personal requirements for diary and schedule items for individual personnel
- Establish appointment priorities and clarify in discussion with individual personnel

Manage schedules

- Identify recurring appointments and deadlines, and schedule these in accordance with individual and organisational requirements
- Establish availability of attendees, and schedule new appointments in accordance with required timelines and diary commitments
- Negotiate alternative arrangements and confirm when established appointments are changed
- Record appointments and manage schedules in accordance with organisational policy and procedures