

Organisations

The organisation hierarchy allows you to set up one or multiple organisational structures.

The organisation structure defines the regions, departments, groups, areas, or teams that make up your organisation.

Benefits

The benefits to setting up your organisational hierarchy in Totara:

- More flexible reporting.
- A user's learning plan can automatically pull in all competencies and courses assigned to their part of the organisation.

How to set up an organisational hierarchy

There are two main steps to setting up your organisational hierarchy.

1. Set up the framework: The space ready to capture the details of your organisation.
2. Set up the organisational items which make up the structure.

Examples

Below you will find a number of organisational hierarchy examples (with screenshots).

Multiple frameworks

You can set up multiple frameworks, potentially using these as different ways of categorising the same organisation. For example one framework could be structured by location whereas another could use departments within the company.

Organisation Frameworks

Name	Organisations	Actions
Organisation ABC - Countries and Regions	17	+ - x + -
Organisation ABC - Departments and Teams	16	+ - x + - + -
Organisation XYZ	0	+ - x + - + -
Organisation MNO	0	+ - x +

Location based hierarchy

You could choose to structure an organisational hierarchy based on different locations.

Back to all organisation frameworks
Organisation ABC - Countries and Regions

Name	Actions
EMEA Office	+ - x
UK	+ - x
Middle East	+ - x + -
North Africa	+ - x + -
South and Central Africa	+ - x + -
Northern Europe	+ - x + -
Central Europe	+ - x
Asia Pacific Office	+ - x + -
New Zealand	+ - x
Australia	+ - x + -
China	+ - x + -
Japan	+ - x + -
Indonesia	+ - x
Americas Office	+ - x + -
Canada	+ - x
United States	+ - x + -
South America	+ - x


Department based hierarchy

Using teams or departments is a popular way to structure your organisational hierarchy, allowing you to focus reporting on different sections of the business.

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Related pages



The Totara Academy has a whole course dedicated to using [Hierarchies and job assignments](#) in Totara Learn. Here you can learn more on how to use hierarchies and job assignments, see best practice, and give it a go yourself.

[← Back to all organisation frameworks](#)

Organisation ABC - Departments and Teams

<input type="text" value="Search Organisation ABC"/>	<input type="button" value="Go"/>	<input type="button" value="Add new organisation"/>
<input type="button" value="Bulk actions"/>		<input type="button" value="Hide details"/>
Name	Actions	
↳ Sales and Marketing	<input type="button" value="0"/> <input type="button" value="↕"/> <input type="button" value="✖"/>	
↳ Sales Team	<input type="button" value="0"/> <input type="button" value="↕"/> <input type="button" value="✖"/>	
↳ Proposals and Tenders	<input type="button" value="0"/> <input type="button" value="↕"/> <input type="button" value="✖"/>	
↳ New Business Development	<input type="button" value="0"/> <input type="button" value="↕"/> <input type="button" value="✖"/>	
↳ Marketing	<input type="button" value="0"/> <input type="button" value="↕"/> <input type="button" value="✖"/>	
↳ Social Media and Events	<input type="button" value="0"/> <input type="button" value="↕"/> <input type="button" value="✖"/>	
↳ Social Media Team	<input type="button" value="0"/> <input type="button" value="↕"/> <input type="button" value="✖"/>	
↳ Events Team	<input type="button" value="0"/> <input type="button" value="↕"/> <input type="button" value="✖"/>	
↳ IT and Development	<input type="button" value="0"/> <input type="button" value="↕"/> <input type="button" value="✖"/>	
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↳ Research, Design and Development	<input type="button" value="0"/> <input type="button" value="↕"/> <input type="button" value="✖"/>	
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↳ Logistics and Transport	<input type="button" value="0"/> <input type="button" value="↕"/> <input type="button" value="✖"/>	
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