

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: Get 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 ⁱ

Add new organisation framework

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

Location-based hierarchy

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

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Organisation ABC - Countries and Regions

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

Department-based hierarchy

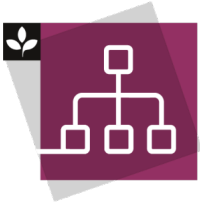
Using teams or departments is a popular way to structure your organisational hierarchy, allowing you to focus reporting on different sections of the business.

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Organisation ABC - Departments and Teams

Name	Actions
▫ Sales and Marketing	
▫ Sales Team	
▫ Proposals and Tenders	
▫ New Business Development	
▫ Marketing	
▫ Social Media and Events	
▫ Social Media Team	
▫ Events Team	
▫ IT and Development	
▫ IT Support	
▫ Research, Design and Development	
▫ Human Resources	
▫ Learning and Design	
▫ Employee Services	
▫ Finance and Payroll	
▫ Logistics and Transport	

Totara Academy



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

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