



HR

L&D



# INNOVATION & TECH FEST

Nudge your colleagues toward success by  
deploying effective learning, *just-in-time*

HR

L&D



# The Dangers of Mobile Phone Use While Driving

When driving, pull over safely before using your mobile phone



**NRSP**  
NATIONAL ROAD SAFETY

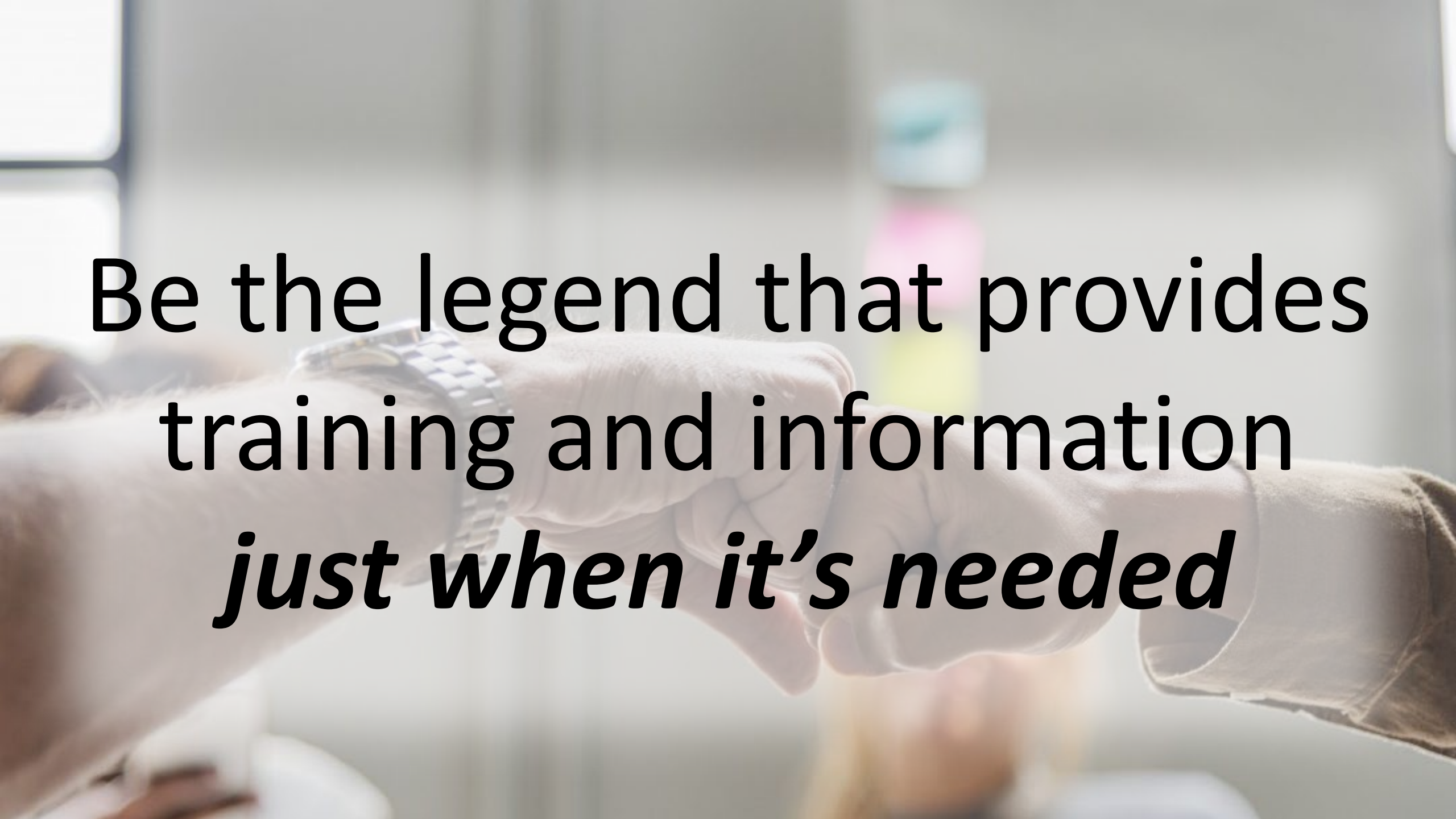
**PARTNERSHIP**  
PROGRAM

# Objectives of this important training:

1. Stay awake
2. Concentrate
3. Pay attention
4. Blah
5. Blah
6. Blah



If there is so much happening in the present, how do we prepare people for the challenges of the future?

A close-up photograph of two hands shaking in a firm grip. The hand on the left is wearing a silver metal-link watch. The hand on the right is wearing a light-colored, possibly beige, long-sleeved shirt. The background is blurred, showing what appears to be a window and some indistinct shapes, suggesting an indoor setting like an office or meeting room. The lighting is soft and natural, coming from the left side.

Be the legend that provides  
training and information  
*just when it's needed*

A large industrial factory with a car body on an assembly line. The background shows a complex network of pipes, lights, and structural elements. The car body is silver and is mounted on a yellow and green metal frame. The factory floor is polished and reflects the overhead lights.

⬇️ Obsolescence

⬇️ Waste

⬇️ Defects

⬇️ Costs

⬆️ Innovation

Just in time learning is *not*:

- a course library
- comprehensive
- inside an LMS

*So, what is it?*



## Course Library

The screenshot displays a grid of course cards in a Learning Management System (LMS). Each card includes a status indicator (e.g., 'IN PROGRESS', 'START COURSE', 'COMPLETE'), a title, a lesson count, and the instructor's name (Nathan). The cards are arranged in a 4x3 grid, with the bottom-right cell empty.

Course Title	Status	Lessons	Instructor
Creating Game Animations with Keynote (Premium Course)	IN PROGRESS	5	Nathan
Assessment Strategies & Tools (Premium Course)	START COURSE	8	Nathan
Teaching Games with Purpose (Premium Course)	START COURSE	16	Nathan
TGfU @ Home	START COURSE	1	Nathan
Roundnet 101	START COURSE	1	Nathan
Inquiring into Sport Education	START COURSE	1	Nathan
Dance Unit Design in PE	START COURSE	1	Nathan
eGames & eChallenge	START COURSE	1	Nathan
When Are We Playing a Game?	COMPLETE	1	Nathan
The Best "APPS" for PE	START COURSE	1	Nathan
Delivering Home Based PE with Mobile Devices	START COURSE	1	Nathan
Change is Coming: A #PhysEd Journey	START COURSE	1	Nathan
Empowering Your #PhysEd	COMPLETE		
	COMPLETE		



File Message Help Acrobat Tell me what you want to do

Delete Archive Reply Reply All Forward Share to Teams All Apps Quick Steps Move Tags Editing Immersive Translate Zoom Reply with Scheduling Poll Send to OneNote Report Message Viva Insights Customer Manager

Blake Sohier's performance review is due



Human Resources <hr@ior.com.au>  
To Matthew Garratt; Blake Sohier; Annelies Long

Reply Reply All Forward

Thu 16/11/2023 11:45 AM

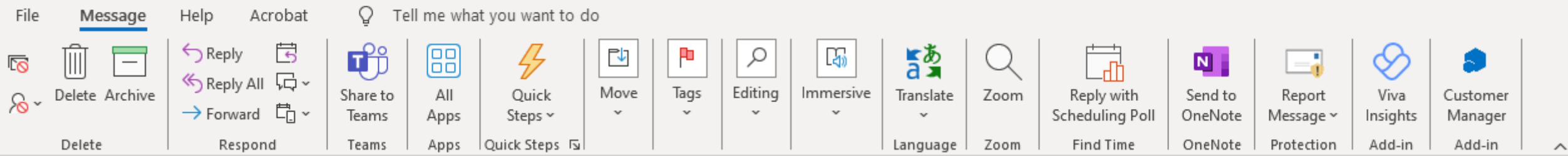


Hi,

Blake Sohier's performance review is now due. You can access the record here:

<https://ior.donesafe.com/recordid=123456>

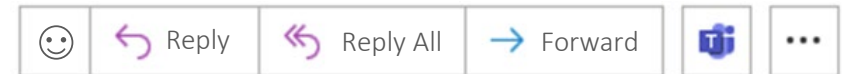
If you have received this email in error, or require further assistance, please contact your system administrator at [hr@ior.com.au](mailto:hr@ior.com.au).



Blake Sohier's performance review is due



Human Resources <hr@ior.com.au>  
To [Matthew Garratt](#);



Thu 16/11/2023 11:48 AM

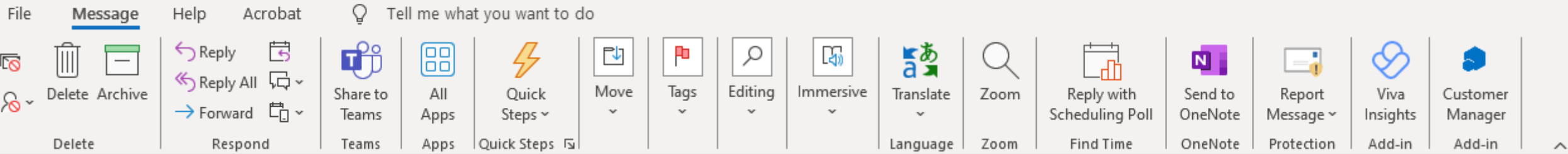
# IOR

Hi,

Blake Sohier's performance review is now due. Please organise a catch up with Blake and complete [this form](#) when you are finished.

You may like to check out these [tips for preparing for and running an effective performance meeting](#), or [this how to guide](#) that walks through how to complete the performance review process.

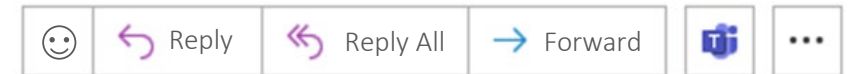
Do you need something else or have a problem with getting this task done by the end of the week? Reply to this email and let us know how we can help.



Your First Aid Certificate will expire in 30 days



Learning & Development <training@ior.com.au>  
To [Matthew Garratt](#)



Thu 16/11/2023 11:45 AM



Hi,

Your first aid certificate will expire in 30 days. Hopefully you have already been contacted by a member of the training team and will be attending a first aid course before your certificate expires. If you haven't, please arrange a training session by emailing us at [training@ior.com.au](mailto:training@ior.com.au).

Alternatively, if it is not possible for you to attend one of our scheduled first aid training courses, you can book with one of our [preferred providers listed here](#).

Please reply to this email as soon as possible if you have any questions or issues renewing this training.

File Message Help Acrobat Tell me what you want to do

Delete Archive Reply Reply All Forward Share to Teams All Apps Quick Steps Move Tags Editing Immersive Translate Zoom Reply with Scheduling Poll Send to OneNote Report Message Viva Insights Customer Manager

Your First Aid Certificate will expire in 30 days



Learning & Development <training@ior.com.au>  
To training@ior.com.au

Reply Reply All Forward

Thu 16/11/2023 11:45 AM



Hi,

Matt Garratt's first aid certificate will expire in 30 days.

Please book Matt into an internal first-aid course (if possible) or arrange for Matt to attend a course with one of our [preferred training providers](#).



### Job Detail

**Job No:** 21243001      **Depot:** Brisbane      **Job Hours:** 47.0      **Loss:** -3,962      **Loaded:** 56,000  
**Transport Only?**     **Job Imported?**       **Transporter:** IOR      **Engine Hours:**       **Driver Approved?**     **Depot Approved?**    **Delivered:** 52,038  
**Multi-truck Job?**       **Truck:** PM102      **Start Odo:** 330,644  
**Started?**     **Completed?**       **Job Type:** Direct      **End Odo:** 333,722  
**Import Status:** Site delivery required      **Loadout?**       **Reason:** Avgas Loss ????  
**Notes:**

+ Add Load    + Add Delivery    ⚙ Edit Trailers    ✍ Edit Load Plan    📄 View Manifest    📊 Calculate Prices

Seq	Order Date	Completed Date	Load/Del	Supplier	Customer	Location	Rig/Well	Product	Ordered Qty	Actual Qty	Site Qty to Import	L15 Ambient Ratio	BOL	Driver	Status	Remove to planned job	Document
1	18/10/2023	17/10/2023	Load	IOR		Brisbane		Avgas	37,000	37,000			49152650	Matthew Rei...	Loaded	↑	📄 📄
2	18/10/2023	17/10/2023	Load	IOR		Brisbane		Jet A1	19,000	19,000			49152650	Matthew Rei...	Loaded	↑	📄 📄
3	18/10/2023	17/10/2023	Delivery		IOR	Dalby Airport		Jet A1	6,600	6,600	6,600	1.00		Matthew Rei...	Delivered	↑	📄 📄
4	18/10/2023	18/10/2023	Delivery		IOR	Roma Airport		Jet A1	12,400	12,400	12,400	1.00		Matthew Rei...	Delivered	↑	📄 📄

Importing

**Direct Delivery Truck:**

📄 Import Job    📄 Import Delivery    📄 Import Load

🔄 Regenerate Delivery Receipt    🗑 Delete Job    ✉ Email Job    💾 Save Changes    🚫 Cancel

Version 1

# Perform Final Check/Edit and Import Offsite or Mixed Job



Blake Sohier

Published: 08/03/23

0

10

0 (0 votes)



Once a scheduled job has been completed, Depot Managers, Depot Administrators, and/or Schedulers carefully the job prior to importing it into the inventory management part of Dashboard in preparation for invoicing. The below guide will step you through the process of checking and importing offsite and mixed jobs.

## Search Wiki

Search



## Pages

Wiki Index

Sort

### Jobs Home

- Schedule a Transport Only Delivery
- Schedule a Direct Job
- Make Customer Delivery Address Visible to Driver
- Perform Final Check/Edit and Import Direct Job to Customer
- Perform Final Check/Edit and Import a Direct Job to IOR Site
- Schedule an Offsite Job
- **Perform Final Check/Edit and Import Offsite or Mixed job**
- Input jobs that will be or have been completed by contractors


▸ Jobs Planner Home

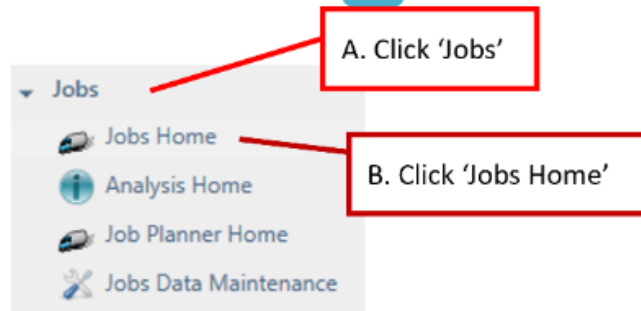
▸ Jobs Data Maintenance

# Process


1. From the home screen:


A. Expand the 'Jobs' menu

B. Click on 'Jobs Home'. 



2. Under 'Load a Job' type in the job number and press 'enter'. You can also find the job under the 'View list of all current jobs' and/or other search options (see note below).

**Note:** If you aren't sure of the job number enter '1' in the search box and press enter. This will bring up your jobs screen where you can change the search criteria under 'Ordered Date From:' and 'Ordered Date To:' to find a job. Make sure to delete the '1' out of the job number field before trying to search. 

3. Once the job has been found, double click on the job to open. 

4. The jobs detail screen will show real time information about the job, including any information that has been entered by the driver on the Drivers App. As part of the finalisation process, it is important to check the following:

- **Job Hours:** Have the hours been entered in and approximately match how long the job should have taken.



- ① Audit workflow notifications.
- ② Make key information findable.
- ③ Prioritise making learning JIT.