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HUMAN RESOURCES AND TRAINING | HRT-009

# Certified Organizational Design and Manpower Planning

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# Course content

## Why Attend

The course answers one simple question; "What is the best way to help organize and assist a group of professionals focus on achieving a collective objective?" hence the course aims at enabling its participants to maximize the efficiency and effectiveness of their organizational structure in compliance with strategic objectives, environmental complexity, and workforce availability and readiness to perform.

Moreover, organizational design is perceived and should be a collective responsibility whereby Human Resources professionals would facilitate and guide the process.

Taking this into consideration, the course will provide a toolkit that would enable HR staff to facilitate and guide the process in a systematic manner.

The tool kit includes all needed resources; from reflection/brainstorming charts that are used at the analysis stage to design templates and ending up with working sessions' agendas and facilitation guide.

In other words, the course considers and favors the functional needs of its participants and considers their ability to implement.

## Course Methodology

The course briefly reflects on the history and evolution of organizational design. It then dives into a functional operational approach to design or redesign the organizational structure of organizations. Moreover, the course includes skill building sessions on how to redefine jobs and eventually revaluate those as affected by any design initiatives. An innovative toolkit approach will be adopted enabling participants to immediately implement what they have learned.

## Course Objectives

By the end of the course, participants will be able to:

• Differentiate between common organizational structure archetypes and realize the impact of each on individual and organizational performance

• Analyze organizational design elements to include but not limited to strategic goals, scope of operation, governance, competence and span of control.

# Course content

## Course Objectives

• Co-design or redesign organizational structure using a comprehensive toolkit.

• Improve organizational readiness level to change through the identification enablers such incentive schemes or operating mechanism.

• Apply workforce planning methods to define workforce gaps on departmental and organizational levels.

• Learn about and acquire HR skills needed for an organizational design professional such as job evaluation and job description writing.

## Target Audience

The course is designed for Human Resources professional, HR business partners and HR planning staff that are directly involved in planning or overseeing the processes of organization design.

## Target Competencies

• Organizational Design

• Workforce Planning

• Job Evaluation

• Job Description Writing

• Compensation and Benefits

• Learning and Development

## Course outline

### The evolution of organizational design models

Definition and objectives of organizational design

# Course content

## Course outline

### Evolution of organizational design models and the characteristics of each

Leavitt Diamond Model (technology, task, people and structure).

Galbraith Star Model (strategy, structure, processes, rewards and people).

McKinsey 7S model (strategy, structure, systems, staff, skills, styles and shared values).

Burke-Litwin model (McKinsey 7S model factors in addition to external environment, performance and feedback).

### Organizational archetypes

### Common types of structures and the implications of each on organizational effectiveness

Functional

Geographical

Customer or Market

Product

Process

Matrix

Network

Structured network

### Frameworks to help you position your organization and determine essential factors such as positions overlap and span of control.

Environmental complexity and stability framework.

The work standardization framework: work variety vs internal ability.

# Course content

## Course outline

Classification of operating mechanism.

### Functional tool kit for design and redesign of optimal organizational structures

Who to involve and what is the role of HR roles and responsibilities?

Elements to analyze and consider:

Goals – linking structure to strategy.

Limits – scoping (geography, function, business unit…etc.) and focusing organizational design work.

Activities - defining key activities to deliver strategy and decision requirements.

Units - separating functions into units to drive focus and specialization.

Links - coordinating and collaborating across units to avoid silos and foster cooperation.

Shape - defining spans and hierarchy layers.

A comprehensive toolkit and associated tools needed to plan for and design your organizational structure.

### A radar chart to indicate change initiatives required for the success of new design.

Radar elements

Enablers such as incentives, rewards and governance

Operating mechanism

New structure description such as roles, competencies and sourcing routes

Cultural norms and behaviors to be influenced.

### Work force planning

Defining workforce planning

### Forecasting employee needs

# Course content

## Course outline

Static approach

Dynamic approach

Keys to successful workforce planning

The strategic staffing processes

### Demand analysis

Trend analysis

Ratio analysis

Zero manning methodology

Capturing and tabulating information

### Essential skills to master as an organizational design and workforce planning professional

Job evaluation: the Meirc job evaluation system uses and implications

Job description writing for new or amended roles in compliance with job evaluation system factor requirements.

Salary structure and incentive schemes.

Improving staff readiness levels through learning and development.

# Seminar dates

## Available seminar dates

Live dates and pricing for Certified Organizational Design and Manpower Planning generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 20 - 24 July 2026 | Rome - Italy | Classroom | **€4,250.-** |
| 3 - 7 August 2026 | Kuala lumpur - Malaysia | Classroom | **€2,250.-** |
| 7 - 11 September 2026 | London - U.K | Classroom | **€4,200.-** |
| 12 - 16 October 2026 | Rome - Italy | Classroom | **€4,250.-** |
| 9 - 13 November 2026 | Munich - Germany | Classroom | **€3,450.-** |
| 14 - 18 December 2026 | Amsterdam - Netherlands | Classroom | **€4,250.-** |

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|---|---|
| **Live online option** | Online delivery is available at €1,850.-. |