



HR Strategy and Training

## Organizational Design and Manpower Planning Professional

## Course Introduction

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Organization structuring and manpower planning are two wheels of a vehicle which works together. Most HR and Organizational Design Consultants suggest that there should be good coordination between all the levels of the management to be a successful organization.

This training course is designed to provide participants with the foundational concepts and knowledge on organizational design and workforce planning. This course will highlight topics such as Common types of organisational structures, organizational design models, tool kit for organisational design and redesign, workforce planning, strategic staffing process, and forecasting employee needs.

## Target Audience

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**Who is this course for, and can benefit the most**

- Is involved in HR Strategic and Management HR roles
- Extensive knowledge of different HR functions
- Can judge complicated situations using HR knowledge acquired over many years.
- Understands the business beyond Human Resources and has influence within the overall organization.

## Learning Objectives

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At the end of the training course, participants will be able to

- Gain a comprehensive understanding of the organizational structure archetypes and the impact of each on individual and organizational performance
- Formulate or re-structure organizational structure using a comprehensive toolkit.
- Learn and utilize workforce planning methods to define workforce gaps on departmental and organizational levels.

- Know which organizational design elements to include but not limited to strategic goals, scope of operation, governance, competence and span of control.
- Enhance organizational readiness level to change through the identification enablers such incentive schemes or operating mechanism.
- Gain and improve HR skills needed for an organizational design professional such as job evaluation and job description writing.

## Course Outline

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### • 01 Day One

#### **The evolution of organizational design models**

- Definition and objectives of organizational design
- 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).

### • 02 Day Two

#### **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.
- Classification of operating mechanism.

### • 03 Day Three

## **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.

### **• 04 Day Four**

#### **Work force planning**

- Defining workforce planning
- Forecasting employee needs
- 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

### **• 05 Day Five**

#### **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.

# Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 7, 2025	April 11, 2025	5 days	4250.00 \$	UAE - Dubai
April 14, 2025	April 18, 2025	5 days	4950.00 \$	England - London
July 20, 2025	July 24, 2025	5 days	2150.00 \$	Virtual - Online
Aug. 25, 2025	Aug. 29, 2025	5 days	4950.00 \$	England - London
Nov. 10, 2025	Nov. 14, 2025	5 days	4250.00 \$	UAE - Abu Dhabi