



Arabian Institute For Training

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# Certified Organizational Design and Manpower Planning Professional

## 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 reevaluate 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.
  - 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.
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## 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

### 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).

### 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.
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## 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
- Static approach
- Dynamic approach
- Keys to successful workforce planning
- The strategic staffing processes
- Demand analysis
- Trend analysis

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

- Job evaluation: the 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.
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