BLACKBIRD FOR TRAINING

Certified Organizational Design and Manpower Planning Professional

27 September – 8 October 2027
Singapore (Singapore)



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Introduction

Welcome to the Certified Organizational Design and Manpower Planning Professional program, a comprehensive two-week course designed to build strong professional capability in organizational design, workforce planning, job analysis, and job evaluation. In today's competitive and fast-changing business environment, organizations need structures that support agility, clarity, and performance, while also ensuring that the workforce is aligned with strategic goals. This program provides participants with the knowledge and practical tools needed to design effective organizational structures and implement manpower planning processes that strengthen long-term business success.

Throughout the course, participants will explore the principles of organizational design, the methods used to forecast and plan workforce requirements, and the techniques required to evaluate jobs and define roles effectively. The program also highlights the importance of flexibility, data-driven planning, and alignment between people, structure, and strategy. By the end of the course, participants will be well prepared to contribute to organizational effectiveness through better structure, better workforce planning, and stronger decision-making.

Course Objectives

Upon completing this course, participants will be able to:

- Understand the principles, purpose, and importance of organizational design in improving efficiency and performance.
- Apply manpower planning processes to forecast workforce needs and support strategic objectives.
- Analyze roles and responsibilities through job skills analysis and workforce alignment methods.
- Use job evaluation techniques to support fair compensation and sound organizational structure.
- Develop organizational design plans that respond to changing business needs and growth priorities.
- Integrate change management, technology, and governance into workforce planning and design decisions.
- Apply practical tools and best practices to improve organizational structure and manpower utilization.



Course Outlines

Day 1: Introduction to Organizational Design and Manpower Planning

- Understand the concept of organizational design and its role in improving organizational performance.
- Explore the meaning and purpose of manpower planning in achieving long-term business success.
- Examine the relationship between organizational structure, workforce capability, and strategic objectives.
- Review current trends in organizational design and workforce planning in modern organizations.
- Identify the key challenges organizations face when aligning structure and manpower with business needs.

Day 2: Organizational Structures and Design

- Examine the main types of organizational structures and their practical applications.
- Understand how to select a structure that supports business strategy, accountability, and efficiency.
- Learn how to develop an organizational design plan that reflects operational and strategic priorities.
- Explore flexible design approaches that help organizations respond to growth and change.
- Analyze how reporting lines, spans of control, and role clarity affect organizational performance.

Day 3: Manpower Planning Strategies

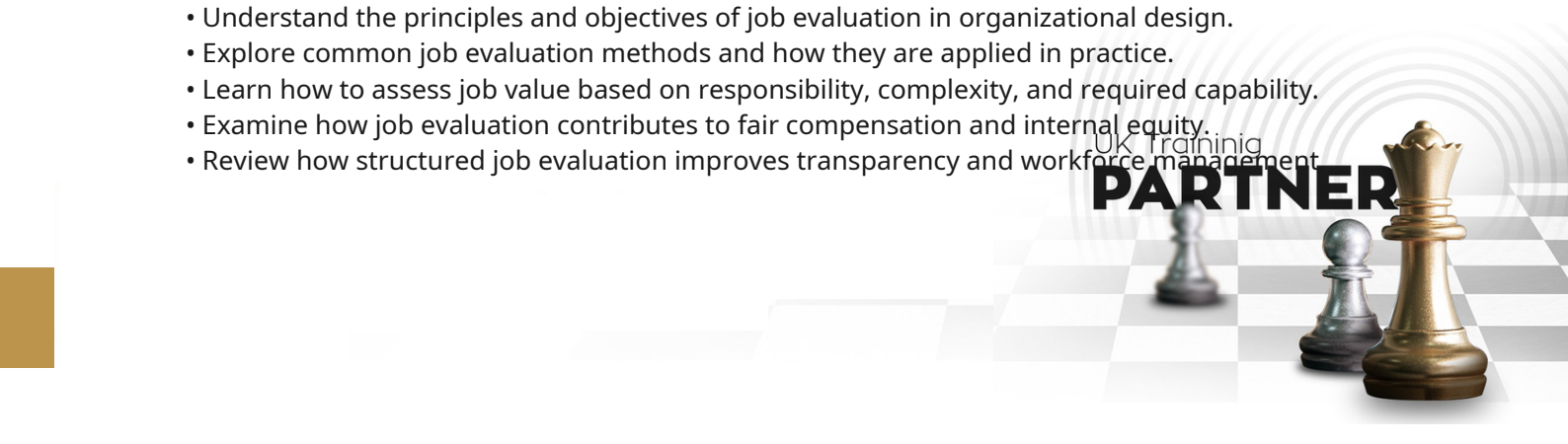
- Learn the stages of the manpower planning process from forecasting to implementation.
- Explore techniques for identifying current and future workforce requirements.
- Understand how manpower planning supports recruitment, retention, and talent deployment.
- Develop succession planning approaches that promote continuity and organizational stability.
- Review methods for balancing workforce supply, demand, and capability across departments.

Day 4: Job Skills Analysis

- Understand the purpose of job skills analysis and its role in workforce planning.
- Learn how to identify the knowledge, skills, and competencies required for different roles.
- Explore methods for analyzing job content and aligning roles with organizational goals.
- Review best practices for defining responsibilities and expectations clearly.
- Examine how job skills analysis supports better hiring, development, and manpower allocation decisions.

Day 5: Job Evaluation Techniques

- Understand the principles and objectives of job evaluation in organizational design.
- Explore common job evaluation methods and how they are applied in practice.
- Learn how to assess job value based on responsibility, complexity, and required capability.
- Examine how job evaluation contributes to fair compensation and internal equity.
- Review how structured job evaluation improves transparency and workforce management.



Day 6: Change Management in Organizational Design

- Understand the role of change management in organizational design and restructuring initiatives.
- Identify common resistance points that arise during organizational change.
- Learn communication strategies that support employee understanding and engagement during transitions.
- Explore leadership approaches that help sustain morale and commitment through change.
- Develop practical steps for implementing organizational changes in a controlled and effective manner.

Day 7: Technology in Organizational Design and Manpower Planning

- Explore how technology supports workforce planning, structural design, and resource management.
- Learn how data-driven tools improve forecasting and manpower decision-making.
- Examine digital platforms used for organizational design mapping and workforce analytics.
- Understand how automation and reporting tools support efficiency and planning accuracy.
- Review how technology can strengthen alignment between workforce insights and business goals.

Day 8: Legal and Ethical Considerations

- Understand the legal considerations that influence manpower planning and organizational decisions.
- Examine ethical issues related to job analysis, job evaluation, and workforce planning.
- Learn how to design fair and compliant practices that support equality and transparency.
- Review the importance of confidentiality, objectivity, and accountability in HR and design processes.
- Explore how legal and ethical standards shape compensation structures and role definitions.

Day 9: Case Studies and Best Practices

- Review real-world examples of organizational design and manpower planning in different sectors.
- Analyze successful practices used to improve structure, capability, and workforce utilization.
- Identify common mistakes and lessons learned from organizational redesign initiatives.
- Apply case study insights to organizational challenges and planning scenarios.
- Develop practical recommendations based on proven approaches and current best practices.

Day 10: Certification and Capstone Project

- Integrate the key concepts of organizational design and manpower planning into one practical framework.
- Apply course knowledge to a capstone project that reflects real organizational needs.
- Present structured solutions to workforce and design challenges using professional tools and methods.
- Review the major concepts covered throughout the program in preparation for final assessment.
- Complete the certification assessment to demonstrate professional understanding and applied competence.



Why Attend This Course: Wins & Losses!

- Strong Professional Knowledge: Gain a solid understanding of organizational design and manpower planning principles.
- Practical Planning Skills: Learn how to forecast workforce needs and align people with strategy.
- Improved Job Structure Awareness: Strengthen your ability to analyze roles and evaluate jobs fairly.
- Better Organizational Agility: Discover how to create flexible structures that support performance and growth.
- Real-World Application: Benefit from case studies, practical tools, and a capstone project that support direct workplace application.

Conclusion

The Certified Organizational Design and Manpower Planning Professional program provides a practical and well-structured learning experience for professionals seeking to strengthen their expertise in workforce planning, organizational structure, role design, and job evaluation. It combines strategic insight with applied tools to help participants create organizations that are more efficient, adaptable, and aligned with long-term goals.

By the end of the program, participants will be better prepared to design effective structures, plan workforce requirements with confidence, evaluate roles fairly, and support stronger organizational performance through informed decisions. This course is an excellent opportunity for professionals who want to build lasting value through better organizational design and manpower planning practices.

