Certified Organizational Design and Manpower Planning Professional

Lisbon (Portugal)

17 - 28 November 2025

UK Traininig
PARTNER

Certified Organizational Design and Manpower Planning Professional

Code: HR28 From: 17 - 28 November 2025 City: Lisbon (Portugal) Fees: 7400 Pound

Introduction

The "Certified Organizational Design and Manpower Planning Professional" program is a comprehensive 10-day course designed to provide participants with a deep understanding of organizational design and manpower planning. This program focuses on developing essential skills in job skills analysis and job evaluation, ensuring that participants are well-prepared to enhance organizational excellence and increase productivity. By the end of the course, participants will be fully equipped to implement effective manpower planning processes and organizational design principles in their organizations.

Course Objectives

- Master Organizational Design: Gain a deep understanding of organizational design principles, types, and strategies, and learn why organizational design is important for achieving efficiency and growth.
- Optimize Manpower Planning: Learn to apply strategic manpower planning processes to effectively plan, acquire, and manage your workforce, while understanding what manpower planning is and its critical benefits.
- Job Skills Analysis: Acquire the necessary skills to perform job skills analysis techniques to ensure that roles align with organizational needs and goals.
- Job Evaluation Proficiency: Develop expertise in job evaluation methodologies to ensure fair compensation and enhance organizational effectiveness.

Course Outlines

Day 1: Introduction to Organizational Design and Manpower Planning

- Overview of organizational design and its significance in driving performance.
- Definition of manpower planning and understanding its role in long-term success.
- Exploration of trends in modern organizational design and how to adapt to changing business needs.

Day 2: Organizational Structures and Design

- Examination of different types of organizational structures e.g., functional organizational design.
- Crafting an effective organizational design plan to meet strategic objectives.
- Responding to dynamic organizational needs with flexible design approaches.

Day 3: Manpower Planning Strategies

- Learning the complete manpower planning process, from forecasting workforce needs to implementation.
- Key strategies for talent acquisition and retention that align with organizational design.
- Developing succession plans to ensure long-term organizational stability.

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Day 4: Job Skills Analysis

- Understanding what job skills analysis is and its connection to manpower planning and organizational goals.
- Best practices for analyzing and defining job roles to match skill requirements.

Day 5: Job Evaluation Techniques

- Principles of job evaluation and why they matter for equitable compensation.
- Overview of job evaluation methods, such as the Point Factor Method, and their application to ensure fairness.
- Enhancing organizational effectiveness through sound job evaluations.

Day 6: Change Management in Organizational Design

- Effectively managing change within the framework of organizational design.
- Techniques for successfully communicating organizational changes and supporting employees during transitions.

Day 7: Technology in Organizational Design and Manpower Planning

- Leveraging technology for effective manpower planning and organizational design.
- Data-driven decision-making tools that boost efficiency in workforce planning and structural design.
- Exploring modern software and platforms that assist in organizational design planning.

Day 8: Legal and Ethical Considerations

- Understanding the legal aspects of manpower planning and how to remain compliant.
- Ethical considerations in job skills analysis and ensuring fair representation in job evaluations.
- Creating equitable compensation structures that reflect both legal and ethical standards.

Day 9: Case Studies and Best Practices

- Real-world case studies on organizational design and manpower planning, highlighting industry best practices.
- Applying these lessons to tailor strategies for participants' organizations.

Day 10: Certification and Capstone Project

- Completing a capstone project to demonstrate mastery of organizational design and manpower planning principles.
- The program concludes with a certification examination, awarding participants the title of Certified Organizational Design and Manpower Planning Professional.

Conclusion

The "Certified Organizational Design and Manpower Planning Professional" course offers participants:

- Expertise in Manpower Planning: Understand its vital role in productivity and talent retention.
- Foundational Knowledge: Learn the organizational design process and how to align structures with

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business goals.
- Practical Skills: Conduct job evaluations to ensure equitable compensation.

Participants will emerge equipped to create flexible, resilient organizations and assume leadership roles in workforce development and organizational strategy.

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