

Certified Organizational Design and Manpower Planning
Professional

Kuala Lumpur (Malaysia)

4 - 8 November 2024

UK Training

PARTNER

Certified Organizational Design and Manpower Planning Professional

Code: HR28 From: 4 - 8 November 2024 City: Kuala Lumpur (Malaysia) Fees: 7000 Pound

Introduction

The "Certified Organizational Design and Manpower Planning Professional" is a 10-day comprehensive program that equips participants with the knowledge and skills necessary to excel in the field of organizational design and manpower planning. This course covers a broad spectrum of topics, including job skills analysis and job evaluation, to ensure participants are well-prepared to drive organizational excellence and productivity.

Objectives

- Master Organizational Design: Provide participants with a deep understanding of effective organizational design principles, structures, and strategies.
- Optimize Manpower Planning: Equip participants with the skills to strategically plan, acquire, develop, and manage the workforce.
- Job Skills Analysis: Delve into job skills analysis techniques to ensure job roles match skill requirements and organizational needs.
- Job Evaluation Proficiency: Develop expertise in job evaluation methodologies to ensure equitable compensation and organizational effectiveness.

Course Outline:

Day 1

Introduction to Organizational Design and Manpower Planning

- Principles of Organizational Design
- Importance of Effective Manpower Planning
- Trends in Modern Organizational Design

Day 2

Organizational Structures and Design

- Types of Organizational Structures
- Organizational Design Strategies
- Adapting to Changing Organizational Needs

Day 3

Manpower Planning Strategies

- Forecasting Workforce Needs
- Talent Acquisition and Retention

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- Succession Planning

Day 4

Job Skills Analysis

- Understanding Job Skills Analysis
- Techniques for Analyzing Job Roles
- Aligning Job Skills with Organizational Goals

Day 5

Job Evaluation Techniques

- Principles of Job Evaluation
- Job Evaluation Methods e.g., Point Factor Method
- Ensuring Equity in Job Compensation

Day 6

Change Management in Organizational Design

- Managing Organizational Change
- Communicating Organizational Changes
- Employee Transition Support

Day 7

Technology in Organizational Design and Manpower Planning

- Leveraging Technology for Effective Planning
- Data-Driven Decision-Making
- Modern Tools for Organizational Design and Manpower Planning

Day 8

Legal and Ethical Considerations

- Legal Aspects of Manpower Planning
- Ethical Considerations in Job Skills Analysis
- Ensuring Fair Compensation and Representation

Day 9

Case Studies and Best Practices

- Real-World Organizational Design and Manpower Planning Cases
- Learning from Industry Best Practices
- Applying Lessons to Participants' Organizations

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Day 10

Certification and Capstone Project

- Capstone Project: Apply the Knowledge Gained
- Certification Examination
- Awarding of Certified Organizational Design and Manpower Planning Professional Certification

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