BLACKBIRD FOR TRAINING

Functional of Certified Organizational Design and Manpower Planning Professional

Boston,Massachusetts (USA)

6 - 10 October 2025

Functional of Certified Organizational Design and Manpower Planning Professional

Code: HR28 From: 6 - 10 October 2025 City: Boston,Massachusetts (USA) Fees: 5700 Pound

Introduction

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 Objectives

- 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.

Course Outlines

Day 1: 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.

Day 2: Organizational archetypes

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- 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 position overlap and span of control.
    - Environmental complexity and stability framework.
    - The work standardization framework: work variety vs internal ability.
    - Classification of operating mechanism.

Day 3: Functional tool kit for design and redesign of optimal organizational structures

- Who to involved and what is the role of HR role 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 are 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.

Day 4: Workforce 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.

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Day 5: 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.

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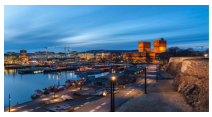
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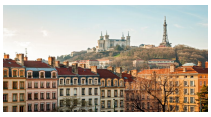
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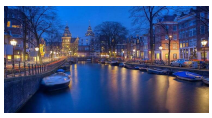
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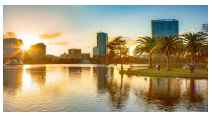
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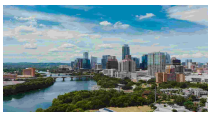
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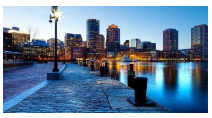
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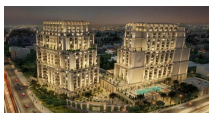
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International House 185 Tower Bridge Road London SE1 2UF United Kingdom

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Sales@blackbird-training.com

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