BLACKBIRD FOR TRAINING

Modern Models in Designing and Developing Organizational Structures and Job Descriptions

Tokyo (Japan)

12 - 16 January 2026

Modern Models in Designing and Developing Organizational Structures and Job Descriptions

Code: HR28 From: 12 - 16 January 2026 City: Tokyo (Japan) Fees: 5700 Pound

Introduction

Adopting modern models in designing and developing organizational structures and job descriptions has become essential for institutions seeking efficiency, clarity, and sustainability. An effective organizational structure improves communication, clarifies responsibilities, and ensures optimal use of human resources. At the same time, a well-developed job description defines role expectations precisely, supporting recruitment, performance evaluation, and employee motivation.
This course provides participants with practical frameworks and updated methodologies to build flexible organizational structures and design comprehensive job descriptions that align with long-term institutional goals.

Course Objectives

By the end of this course, participants will be able to:

- Understand the fundamentals of modern organizational structures and job descriptions.
- Apply modern models in organizational design.
- Create precise and comprehensive job descriptions.
- Align structures with institutional strategy and objectives.
- Improve HR efficiency through integrated job descriptions.
- Develop mechanisms for reviewing and updating structures and roles.
- Address challenges in restructuring and organizational change.

Course Outlines

Day 1: Fundamentals of Organizational Structures

- Definition and importance of organizational structures.
- Traditional vs. modern models of design.
- Core principles of effective structures.
- Types of structures functional, matrix, network, hybrid.
- Linking structure to institutional performance.
- Practical exercise: analyzing an existing organizational structure.

Day 2: Analysis and Design of Structures

- Steps for building effective structures.
- Defining management levels and responsibilities.
- Criteria for distributing authority and accountability.
- Tools for workload analysis and task allocation.
- Case study: restructuring a functional department.
- Workshop: developing a sample organizational structure.

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Day 3: Job Descriptions and HR Integration

- Concept and objectives of job descriptions.
- Components of a comprehensive job description.
- Defining roles, tasks, and responsibilities.
- Linking job descriptions to performance and evaluation.
- Setting key performance indicators KPIs for roles.
- Practical exercise: creating a job description card.

Day 4: Modern Models in Structures and Job Descriptions

- Shifting from rigid to flexible structures.
- Competency-based job descriptions.
- Integrating technology in structural design.
- Using AI to support HR decisions.
- Case study: successful restructuring initiative.
- Workshop: applying a modern model to a sample institution.

Day 5: Evaluation and Continuous Development

- Mechanisms for reviewing and updating structures.
- Keeping job descriptions aligned with organizational change.
- Addressing resistance to restructuring.
- Contingency planning in structural development.
- Criteria for measuring structure and role effectiveness.
- Final exercise: developing a continuous improvement plan.

Why Attend This Course? Wins & Losses!

- Gain knowledge of modern models in organizational structures and job descriptions.
- Learn to design flexible and efficient organizational models.
- Build accurate job descriptions that enhance performance.
- Align structures with strategic goals.
- Strengthen HR processes for recruitment and evaluation.
- Increase organizational adaptability to change.
- Improve institutional productivity and performance.
- Support sustainable growth and competitiveness.

Conclusion

Adopting modern models in designing and developing organizational structures and job descriptions is a cornerstone for building institutions that are adaptable, efficient, and sustainable. Effective structures provide clarity in roles and responsibilities, while comprehensive job descriptions enhance recruitment, performance evaluation, and employee engagement.

This course equips participants with the tools and practical methods to design and update organizational frameworks and role descriptions that meet today's demands and anticipate future challenges. By applying these models, institutions strengthen their competitiveness, improve efficiency, and ensure long-term sustainability.

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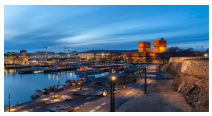
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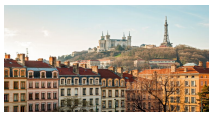
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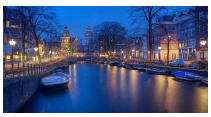
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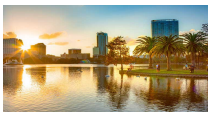
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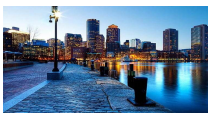
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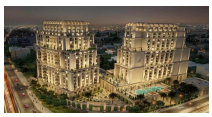
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