

Course Name

Organizational Design and Manpower Planning Professional

Sector Name

HR Strategy and Training

Document Type

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Organizational Design and Manpower Planning Professional

Course Introduction

Organization structuring and manpower planning are two wheels of a vehicle that work together. Most HR and Organizational Design Consultants suggest that there should be good coordination between all the levels of management to be a successful organization.

This training course is designed to provide participants with the foundational concepts and knowledge of organizational design and workforce planning. This course will highlight topics such as Common types of organisational structures, organizational design models, toolkit for organisational design and redesign, workforce planning, strategic staffing process, and forecasting employee needs.

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Target Audience

- ✓ Is involved in HR Strategic and Management HR roles
- ✓ Extensive knowledge of different HR functions
- ✓ Can judge complicated situations using HR knowledge acquired over many years.
- ✓ Understands the business beyond Human Resources and has influence within the overall organization.

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Learning Objectives

- ✓ Gain a comprehensive understanding of the organizational structure archetypes and the impact of each on individual and organizational performance
- ✓ Formulate or restructure organizational structure using a comprehensive toolkit.
- ✓ Learn and utilize workforce planning methods to define workforce gaps on departmental and organizational levels.
- ✓ Know which organizational design elements to include, but not limited to, strategic goals, scope of operation, governance, competence, and span of control.
- ✓ Enhance organizational readiness level to change through the identification of enablers, such as incentive schemes or operating mechanisms.
- ✓ Gain and improve HR skills needed for an organizational design professional, such as job evaluation and job description writing.

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Course Outline

✓ **01 Day One**

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).

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Course Outline

✓ 02 Day Two

Organizational archetypes

- ✓ 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 mechanisms.

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Course Outline

✓ 03 Day Three

Functional tool kit for the design and redesign of optimal organizational structures

- ✓ Who to involve and what is the role of HR in roles 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 the change initiatives required for the success of the 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 are to be influenced.

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Course Outline

✓ **04 Day Four**

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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Course Outline

✓ **05 Day Five**

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 the job evaluation system factor requirements.
- ✓ Salary structure and incentive schemes.
- ✓ Improving staff readiness levels through learning and development.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	4250.00 \$	UAE , Dubai
April 19, 2027	April 23, 2027	5 days	4250.00 \$	UAE , Dubai
Aug. 31, 2026	Sept. 4, 2026	5 days	4950.00 \$	England , London
Nov. 16, 2026	Nov. 20, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Sept. 6, 2026	Sept. 10, 2026	5 days	4250.00 \$	KSA , Riyadh

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