



HUMAN RESOURCES AND TRAINING

Certified Organizational Design and Manpower Planning

Course code: HRT-009



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

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.

Why Attend

The course briefly reflects on the history and evolution of organizational design. It then dives into a functional operational approach to design or redesign the organizational structure of organizations. Moreover, the course includes skill building sessions on how to redefine jobs and eventually reevaluate those as affected by any

Who Should Attend

The course is designed for Human Resources professional, HR business partners and HR planning staff that are directly involved in planning or overseeing the processes of organization design.

— Learning 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 Outline

DAY
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Course Content

- 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).
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 positions overlap and span of control. Environmental complexity and stability framework. The work standardization framework: work variety vs internal ability. Classification of operating mechanism.
Functional tool kit for design and redesign of optimal organizational structures Who to involve and what is the role of HR 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 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.
Work force 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
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.

— Upcoming Classroom Dates

DATE	LOCATION	FEE
12 - 16 October 2026	Rome - Italy	€2,125
9 - 13 November 2026	Munich - Germany	€1,725
14 - 18 December 2026	Amsterdam - Netherlands	€2,125
18 - 22 January 2027	Frankfurt - Germany	€1,625
15 - 19 February 2027	Rome - Italy	€2,125
15 - 19 March 2027	Kuala Lumpur - Malaysia	€1,400
19 - 23 April 2027	Geneva - Switzerland	€2,625
17 - 21 May 2027	Rome - Italy	€2,125

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.