Certified Organizational Design & Manpower Planning Pro

1 – 5 February 2027
Cape Town (South Africa)



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Ref: 321661_167053 **Date:** 1 – 5 February 2027 **Location:** Cape Town (South Africa) **Fees:** 4200 GBP

Why This Course

In today's fast-changing business environment, organizations must be designed to adapt, optimize resources, and align workforce capabilities with strategic goals. Effective organizational design and manpower planning are critical to achieving operational efficiency, sustaining growth, and navigating change successfully.

This intensive 1-week program equips professionals with advanced skills to design efficient organizational structures, conduct job evaluations, and develop strategic workforce plans. Through a mix of theory, practical exercises, and real-world applications, participants will leave ready to enhance organizational performance and drive impactful change.

What You'll Learn and Practice

By attending this program, you will be able to:

- Design and implement organizational structures that maximize efficiency and effectiveness.
- Conduct comprehensive job analyses and create accurate job descriptions.
- Develop strategic workforce plans aligned with business objectives.
- Optimize resource allocation and improve overall organizational performance.
- Navigate organizational change with practical implementation strategies.

The Program Flow

Day 1: Foundations of Organizational Design

- Key principles of organizational design
- Types of organizational structures and their applications
- Analyzing organizational needs and goals
- Designing structures for efficiency and effectiveness

Day 2: Job Evaluation and Description

- Job analysis techniques and best practices
- Writing clear and functional job descriptions
- Job evaluation methods and grading systems
- Linking job roles to organizational structure



Day 3: Strategic Workforce Planning

- Fundamentals of workforce planning
- Forecasting future workforce requirements
- Identifying skill gaps and competencies
- Aligning workforce plans with strategic business goals

Day 4: Organizational Efficiency and Resource Allocation

- Optimizing spans of control
- Resource allocation and utilization strategies
- Performance management within organizational design
- Measuring and improving organizational efficiency

Day 5: Change Management and Implementation

- Principles of organizational change management
- Implementing new structures effectively
- Overcoming resistance to change
- Continuous improvement and adaptive organizational design

Individual Impact

Participants will leave the course with:

- A tailored organizational design plan ready for implementation.
- A complete job evaluation system for accurate role assessment.
- Strategic workforce plans that align talent with business goals.
- Practical strategies to manage organizational change smoothly.

Organizational Impact

Organizations will benefit from:

- Streamlined structures that enhance efficiency and accountability.
- Better-aligned workforce planning and resource allocation.
- Improved capacity to respond to change and market demands.
- Enhanced performance management and organizational effectiveness.



Training Methodology

- Interactive workshops and case studies
- Hands-on exercises in organizational design and job evaluation
- Group discussions and collaborative problem-solving
- Action planning for immediate application within the organization

Beyond the Course

By the end of one week, participants will be ready to:

- Transform organizational structures to meet current and future business needs.
- Implement strategic workforce plans to optimize talent utilization.
- Conduct job evaluations that support fair and efficient role assignments.
- Lead organizational change initiatives with confidence and practical insight.

