

**FUNCTIONAL OF
CERTIFIED
ORGANIZATIONAL DESIGN
AND MANPOWER
PLANNING PROFESSIONAL**



GENTEX[®]
TRAINING CENTER



Introduction

Organizations achieve sustainable growth when their structure and workforce align with strategic goals. This Certified Organizational Design and Manpower Planning Professional Training Course equips HR and business leaders with the frameworks needed to design efficient organizational structures and forecast workforce needs accurately. Participants examine job architecture, span of control, and staffing models that support operational efficiency. Furthermore, the course connects organizational design principles with practical manpower planning techniques, ensuring learners can translate strategy into structure. As a result, attendees gain the confidence to lead restructuring projects, optimize headcount, and build resilient organizations. This program suits professionals seeking a structured, practical approach to workforce and organizational planning.

Certified Organizational Design and Manpower Planning Professional Course Objectives

- Define organizational design principles and their link to business strategy
- Apply job analysis and job evaluation methods, including the Hay Method
- Build organizational structures using span of control and layering principles
- Develop manpower plans using workload analysis and staffing ratios
- Use workforce forecasting techniques to predict future talent needs
- Design job architecture frameworks, including job families and career ladders
- Apply the RACI matrix to clarify roles and accountabilities
- Conduct organizational diagnosis to identify structural inefficiencies
- Align manpower budgets with strategic workforce planning goals
- Build a practical roadmap for organizational redesign projects

Course Methodology



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- Interactive lectures on organizational design frameworks and models
- Case studies examining real restructuring and workforce planning projects
- Hands-on workshops applying job evaluation and staffing tools
- Group exercises building organizational charts and manpower plans
- Practical templates for workload analysis and headcount forecasting
- Continuous feedback sessions to reinforce learning outcomes

Who Should Take This Course

- HR managers and organizational development specialists
- Manpower planning and workforce analytics professionals
- Compensation and job evaluation specialists
- Business unit heads involved in restructuring decisions
- Strategic planning professionals supporting workforce alignment
- Senior leaders overseeing organizational transformation initiatives

Certified Organizational Design and Manpower Planning Professional Course Outlines

Day 1: Foundations of Organizational Design

- Principles of organizational design and structure
- Types of organizational structures: functional, matrix, divisional
- Span of control and layering concepts
- Linking structure to business strategy
- Organizational diagnosis techniques
- Common structural inefficiencies and warning signs



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- Case study: redesigning a growing organization

Day 2: Job Analysis and Job Architecture

- Job analysis methods and data collection techniques
- Job evaluation using the Hay Method and point-factor systems
- Building job families and career ladders
- Writing clear job descriptions and role profiles
- Grading structures and salary banding basics
- Applying the RACI matrix for role clarity
- Practical exercise: evaluating sample job roles

Day 3: Manpower Planning Fundamentals

- Introduction to manpower planning concepts
- Workload analysis and productivity benchmarking
- Staffing ratios and establishment planning
- Demand and supply forecasting techniques
- Identifying skills gaps through workforce analysis
- Succession planning integration with manpower plans
- Case study: manpower planning in a growing sector

Day 4: Workforce Forecasting and Headcount Optimization

- Quantitative and qualitative forecasting methods
- Headcount budgeting and cost modeling
- Scenario planning for workforce changes



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- Aligning manpower plans with financial budgets
- Managing seasonal and project-based staffing needs
- Tools for tracking headcount utilization
- Practical exercise: building a headcount forecast model

Day 5: Organizational Redesign and Implementation

- Change management principles for restructuring
- Communicating organizational changes effectively
- Managing resistance during redesign projects
- Monitoring and evaluating new structures
- Governance frameworks for ongoing organizational review
- Building a phased implementation roadmap
- Final workshop: presenting an organizational redesign plan

Conclusion

By successfully completing the Certified Organizational Design and Manpower Planning Professional Training Course, participants will have acquired practical knowledge of job architecture, workforce forecasting, and organizational redesign techniques that support strategic workforce alignment. Furthermore, learners gain the confidence to lead restructuring initiatives and optimize headcount decisions. As a result, participants return to their organizations ready to strengthen structural efficiency. Gentex Training Center designed this program to connect organizational design theory with practical, results-driven workforce planning.





FAQs

Q1 What is the "Certified Organizational Design and Manpower Planning Professional" course about?

This course covers the principles of designing efficient organizational structures alongside practical manpower planning techniques, helping professionals align workforce capacity with business strategy and operational needs.

Q2 What are the key benefits of the "Certified Organizational Design and Manpower Planning Professional" course?

Participants gain the ability to streamline structures, reduce staffing inefficiencies, forecast workforce needs accurately, and support cost-effective headcount decisions, ultimately strengthening organizational performance and strategic alignment.

Q3 What skills will I gain from the "Certified Organizational Design and Manpower Planning Professional" course?

Learners develop skills in job evaluation, workforce forecasting, organizational diagnosis, and structural redesign, enabling confident decision-making across organizational planning and manpower management functions.



Q4 What tools, methods, or standards are covered in the "Certified Organizational Design and Manpower Planning Professional" course?

The course covers the Hay Method, RACI matrix, span-of-control analysis, workload and staffing ratio models, and workforce forecasting techniques used to guide organizational design decisions.

Q5 How is the "Certified Organizational Design and Manpower Planning Professional" course applied in real-world practice?

Participants apply these concepts by redesigning organizational charts, building manpower plans, forecasting headcount needs, and leading structural changes that improve efficiency within their own departments or organizations.