

MASTER ORGANIZATIONAL DESIGN & WORKFORCE PLANNING SKILLS



GENTEX[®]
TRAINING CENTER



Introduction

The Master Organizational Design & Workforce Planning Skills Training Course equips HR and business leaders with the tools needed to structure organizations for long-term success. As businesses grow and evolve, outdated structures and misaligned workforce plans create inefficiencies and slow decision-making. This course introduces practical frameworks, including organizational structure models, span of control analysis, and strategic workforce planning methods, helping participants design roles, teams, and reporting lines that support business goals. Furthermore, the course explores headcount planning, job architecture, and succession mapping as tools for building agile organizations. As a result, participants gain the confidence to redesign structures and plan workforce needs with precision.

Master Organizational Design & Workforce Planning Skills Course Objectives

- Apply organizational design principles to structure teams effectively
- Conduct span of control analysis to optimize reporting lines
- Build job architecture frameworks aligned with business strategy
- Use strategic workforce planning to forecast talent needs
- Develop headcount planning models based on business goals
- Apply succession mapping to strengthen leadership pipelines
- Design role clarity frameworks to reduce structural overlap
- Use RACI matrices to define decision-making authority
- Build change management plans for structural transitions
- Create a governance framework for ongoing organizational review

Course Methodology

- Interactive workshops using real organizational design scenarios

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- Case study analysis of successful restructuring projects
- Group exercises applying span of control models
- Hands-on practice building workforce planning templates
- Guided discussions on job architecture design
- Practical tools for managing structural change

Who Should Take This Course

- HR managers and organizational development specialists
- Workforce planning and talent management professionals
- HR business partners supporting restructuring projects
- Department heads planning team structures
- Strategic planning professionals
- Senior managers overseeing organizational change

Master Organizational Design & Workforce Planning Skills Course Outlines

Day 1: Foundations of Organizational Design

- Principles of effective organizational design
- Overview of common organizational structure models
- Aligning structure with business strategy
- Identifying signs of structural misalignment
- Understanding span of control principles
- Common organizational design challenges
- Building a design assessment framework





Day 2: Structuring Roles and Reporting Lines

- Applying span of control analysis
- Building job architecture frameworks
- Defining role clarity and reducing overlap
- Using RACI matrices for decision authority
- Structuring reporting lines for efficiency
- Reviewing centralized versus decentralized models
- Case study on role restructuring

Day 3: Strategic Workforce Planning

- Principles of strategic workforce planning
- Forecasting talent needs based on business goals
- Building headcount planning models
- Identifying critical and hard-to-fill roles
- Analyzing workforce supply and demand gaps
- Aligning workforce plans with budget cycles
- Group exercise on workforce forecasting

Day 4: Succession and Talent Pipeline Planning

- Applying succession mapping techniques
- Identifying high-potential employees for key roles
- Building leadership pipeline strategies
- Linking succession planning to organizational design
- Managing talent risk in critical positions

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- Reviewing succession planning case studies
- Case study on pipeline development

Day 5: Managing Organizational Change

- Building change management plans for restructuring
- Communicating structural changes to employees
- Managing resistance during transitions
- Creating a governance framework for organizational review
- Embedding continuous design evaluation practices
- Reviewing lessons from real restructuring projects
- Action planning for workplace application

Conclusion

By successfully completing the Master Organizational Design & Workforce Planning Skills Training Course, participants will have acquired the knowledge to design efficient organizational structures and build accurate workforce plans. They will understand how to apply span of control analysis, job architecture, and strategic workforce planning to align structure with business goals. Additionally, they will be equipped to manage succession planning and organizational change. This Training Course, delivered by Gentex Training Center, prepares participants to build agile, well-structured organizations.

FAQs





Q1 What is the "Master Organizational Design & Workforce Planning Skills" course about?

This course teaches HR and business leaders how to design effective organizational structures and plan workforce needs strategically. It covers frameworks such as span of control analysis and strategic workforce planning to align structure with business goals.

Q2 What are the key benefits of the "Master Organizational Design & Workforce Planning Skills" course?

Participants gain the ability to eliminate structural inefficiencies, forecast talent needs accurately, and reduce role overlap. The course also strengthens decision-making around headcount planning and succession strategy.

Q3 What skills will I gain from the "Master Organizational Design & Workforce Planning Skills" course?

Participants develop skills in organizational structuring, workforce forecasting, succession mapping, and change management. These skills allow professionals to design and manage organizations that adapt effectively to business needs.



Q4 What tools, methods, or standards are covered in the "Master Organizational Design & Workforce Planning Skills" course?

The course covers span of control analysis, job architecture frameworks, RACI matrices, strategic workforce planning methods, and succession mapping techniques relevant to organizational design.

Q5 How is the "Master Organizational Design & Workforce Planning Skills" course applied in real-world practice?

Participants apply course concepts by building workforce planning templates, structuring job architecture, and creating change management plans. These tools transfer directly into daily HR work, supporting stronger organizational structures and workforce decisions.