



COURSE OVERVIEW SS1077

Organization Design & Structural Analysis Masterclass

Course Title

Organization Design & Structural Analysis Masterclass

Course Date/Venue

December 15-19, 2024/ Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Reference

SS1077

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



80% of this course is practical sessions where participants will be engaged in a series of interactive small groups, class workshops and role-plays.

This course is designed to provide participants with a detailed and up-to-date overview of Organisation Design and Structural Analysis Masterclass. It covers the importance, different approaches and pros and cons of each organizational structure; the organizational design process including the steps involved and techniques for organizational design; designing organizational goals and objectives, job design and techniques for job analysis; and the organizational culture, change management, performance management and appraisal, organizational behavior and team building.



During this interactive course, participants will learn the communication and leadership, employee motivation and engagement, talent management, succession planning, diversity and inclusion; the human resource management, project management, organizational design and innovation; the techniques for effective human resource management, project management, fostering innovation, ethical behavior and leveraging globalization; the relationship between organizational design and innovation and the impact of technology; and the importance of ethics and the role of sustainability in organizational design.





Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and in-depth knowledge on organization design and structural analysis masterclass
- Discuss the importance, different approaches and pros and cons of each organizational structure
- Apply organizational design process including the steps involved and techniques for organizational design
- Design organizational goals and objectives, job design and techniques for job analysis
- Apply organizational culture, change management, performance management and appraisal, organizational behavior and team building
- Carryout communication and leadership, employee motivation and engagement, talent management, succession planning, diversity and inclusion
- Employ human resource management, project management, organizational design and innovation
- Implement techniques for effective human resource management, project management, foster innovation, ethical behavior and leverage globalization
- Recognize the relationship between organizational design and innovation and the impact of technology
- Discuss the importance of ethics and the role of sustainability in organizational design

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor’s actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides an overview of all significant aspects and considerations of organisation design and structural analysis masterclass for managers and those who are responsible for the design and management of organizational structures and for those who are involved in organizational design, restructuring, or transformation initiatives.

Course Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.



Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations


Certificates are accredited by the following international accreditation organizations: -

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology’s courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant’s involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant’s CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council for Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.



Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Steve Magalios, CEng, PGDip (on-going), MSc, BSc, **Senior Management Consultant** with over **40 years** of extensive experience in the areas of **Project Scheduling & Cost Control, Project Planning, Scheduling & Cost Control Professional**, Effective Quality Management System (QMS), QMS Framework, **Quality Assurance Standards, QA Audit Process & Techniques, Coaching Skills, Coaching Plan, Mentoring Techniques, Communication & Listening Techniques, Office Administration, Office Management, Invoice Management, Administration Process, Administration Work Procedures, Facilitation & Leadership Skills, Human Resource Development, Psychometric Testing, Career Development & Competence, Succession Planning, Self-Development & Empowerment, Personal Learning Needs Identification, Critical Success Factors (CSFs), Key Performance Indicators (KPIs), Productivity Creativity & Thinking Modes, Human Resource Scorecard Management, Career Laddering, Fast-Track Career Progression Application, Knowledge Management, Customer Management, Leadership Skills, Presentation Skills, Negotiation Skills, Communication Skills, Emotional Intelligence, Performance Management, Contract Management, Quality Management, Commercial Strategy, Project Management, Risk Management, Leadership & Business Management, Human Resource Management, Planning, Budgeting & Cost Control, Business Development, Innovation, Organization Management & Business Consulting, Stakeholder & Supplier Evaluation, Data Collection & Information Gathering, Value & Supply Chain Management, Intellectual Property & Innovation Assessments, Logistics & Supply Chain Management, Budgeting & Cost Control and Marketing Management. Currently, he is the **Chartered Professional Surveyor Engineer & Urban-Regional Planner** wherein he is deeply involved in providing exact data, measurements and determining properly boundaries. He is also responsible in preparing and maintaining sketches, maps, reports and legal description of surveys.**

During his career, Mr. Magalios has gained his expertise and thorough practical experience through challenging positions such as a **Project Site Construction Manager, Construction Site Manager, Project Manager, Deputy PMS Manager, Head of the Public Project Inspection Field Team, Technical Consultant, Senior Consultant, Consultant/Lecturer, Construction Team Leader, Lead Pipeline Engineer, Project Construction Lead Supervising Engineer, Lead Site Engineer, Senior Site Engineer Lead Engineer, Senior Site Engineer, R.O.W. Coordinator, Site Representative, Supervision Head and Contractor** for international Companies such as the Penspen International Limited, Eptista Servicios de Ingenieria S.I., J/V ILF Pantec TH. Papaioannou & Co. – Emenergy Engineering, J/V Karaylannis S.A. – Intracom Constructions S.A., Ergaz Ltd., Alkyonis 7, Palaeo Faliro, Piraeus, Elpet Valkaniki S.A., Asprofos S.A., J/V Depa S.A. just to name a few.

Mr. Magalios is a **Registered Chartered Engineer** and has **Master and Bachelor** degrees in **Surveying Engineering** from the **University of New Brunswick, Canada** and the **National Technical University of Athens, Greece**, respectively. Further, he is currently enrolled for **Post-graduate in Quality Assurance** from the **Hellenic Open University, Greece**. He has further obtained a **Level 4B Certificates** in **Project Management** from the **National & Kapodistrian University of Athens, Greece** and **Environmental Auditing** from the **Environmental Auditors Registration Association (EARA)**. Moreover, he is a **Certified Instructor/Trainer, a Chartered Engineer** of **Technical Chamber of Greece** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. He has delivered numerous trainings, workshops, seminars, courses and conferences internationally.





Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 15th of December 2024

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Introduction to Organizational Design What is Organizational Design? • Why is Organizational Design Important? • Different Approaches to Organizational Design • Case Studies on Successful Organizational Design
0930 – 0945	Break
0945 – 1100	Organizational Structure Analysis The Different Types of Organizational Structures • Analyzing the Pros & Cons of each Organizational Structure • Case Studies on Successful Organizational Structures
1100 – 1215	Organizational Design Process Steps Involved in Organizational Design • Techniques for Organizational Design
1215 – 1230	Break
1230 – 1420	Designing Organizational Goals & Objectives The Importance of Goals & Objectives in Organizational Design • Developing SMART Goals & Objectives • Case Studies on Successful Goal Setting
1420 – 1430	Recap
1430	Lunch & End of Day One

Day 2: Monday, 16th of December 2024

0730 - 0930	Job Design & Analysis Techniques for Job Analysis • Case Studies on Successful Job Design & Analysis
0930 – 0945	Break
0945 – 1100	Organizational Culture & Change Management Organizational Culture • Techniques for Change Management • Case Studies on Successful Culture & Change Management





1100 – 1215	Performance Management & Appraisal Performance Management • Techniques for Performance Appraisal • Case Studies on Successful Performance Management & Appraisal
1215 – 1230	Break
1230 – 1420	Organizational Behavior & Team Building Organizational Behavior • Techniques for Team Building • Case Studies on Successful Organizational Behavior & Team Building
1420 – 1430	Recap
1430	Lunch & End of Day Two

Day 3: Tuesday, 17th of December 2024

0730 – 0930	Communication & Leadership The Importance of Communication & Leadership in Organizational Design • Techniques for Effective Communication • Case Studies on Successful Communication & Leadership
0930 – 0945	Break
0945 – 1100	Employee Motivation & Engagement Techniques for Employee Motivation & Engagement • Case Studies on Successful Employee Motivation & Engagement
1100 – 1215	Talent Management & Succession Planning Techniques for Talent Management & Succession Planning • Case Studies on Successful Talent Management & Succession Planning
1215 – 1230	Break
1230 – 1420	Diversity & Inclusion Diversity & Inclusion in the Workplace • Techniques for Promoting Diversity & Inclusion • Case Studies on Successful Diversity & Inclusion
1420 – 1430	Recap
1430	Lunch & End of Day Three

Day 4: Wednesday, 18th of December 2024

0730 – 0930	Human Resource Management & Organizational Design The Role of Human Resource Management in Organizational Design • Techniques for Effective Human Resource Management • Case Studies on Successful Human Resource Management in Organizational Design
0930 – 0945	Break
0945 – 1100	Project Management & Organizational Design The Role of Project Management in Organizational Design • Techniques for Effective Project Management • Case Studies on Successful Project Management in Organizational Design
1100 – 1215	Organizational Design & Innovation The Relationship Between Organizational Design & Innovation • Techniques for Fostering Innovation in the Workplace • Case Studies on Successful Organizational Design & Innovation
1215 – 1230	Break
1230 – 1420	Organizational Design & Technology The Impact of Technology on Organizational Design • Techniques for Leveraging Technology in Organizational Design • Case Studies on Successful Organizational Design & Technology
1420 – 1430	Recap
1430	Lunch & End of Day Four





Day 5: Thursday, 19th of December 2024

0730 – 0930	Organizational Design & Ethics <i>The Importance of Ethics in Organizational Design • Techniques for Promoting Ethical Behavior in the Workplace • Case Studies on Successful Organizational Design & Ethics</i>
0930 – 0945	Break
0945 – 1100	Organizational Design & Sustainability <i>The Role of Sustainability in Organizational Design • Techniques for Promoting Sustainability in the Workplace • Case Studies on Successful Organizational Design & Sustainability</i>

1100 – 1215	Organizational Design & Globalization <i>The Impact of Globalization on Organizational Design</i>
1215 – 1230	Break
1230 – 1345	Organizational Design & Globalization (cont'd) <i>Techniques for Leveraging Globalization in Organizational Design • Case Studies</i>
1345 – 1400	Course Conclusion
1400 – 1415	POST-TEST
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Practical Sessions

80% of this highly-interactive course is practical sessions. Theory learnt (20%) will be applied using various role-plays, case studies and practical sessions.



Course Coordinator

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