

€ TRAINING

Building a Well Structured Company





Building a Well Structured Company

Introduction:

This training program is designed to provide participants with the knowledge and practical skills essential for establishing a well-structured company. It empowers them to effectively implement organizational frameworks, HR policies, and workflows to ensure operational efficiency and business success.

Program Objectives:

By the end of this program, participants will be able to:

- Develop a delegation of authority and organizational structure.
- Implement company and departmental policies and procedures.
- Design and utilize company and departmental manual forms.
- Establish efficient departmental workflows.

Targeted Audience:

- HR Managers.
- Operations Managers.
- Startup Founders.
- Business Analysts.
- Department Heads.
- Organizational Development Professionals.

Program Outline:

Unit 1:

Foundations of Organizational Structure:

- Understanding Organizational Structure: Definition and importance, Key elements of an effective structure, Aligning structure with business goals.
- Building the Delegation of Authority: Principles of delegation, Steps to create a delegation framework, Ensuring accountability and responsibility.

- Designing an Organizational Chart: Visual representation of roles and relationships, Tools and software for creating organizational charts, Examples of organizational chart templates.
- Aligning Roles and Responsibilities: Defining clear roles and job descriptions, Matching skills to roles, Avoiding role overlaps and conflicts.

Unit 2:

Developing Company Policies and Procedures:

- Importance of Company Policies: Role in governance and compliance, Benefits to employees and management.
- Steps to Create Comprehensive Policies: Identifying policy needs, Drafting clear and concise policy documents, Review and approval process.
- Legal Considerations in Policy Formulation: Ensuring compliance with labor laws, Incorporating industry standards and best practices.
- Communicating Policies to Employees: Effective methods of policy dissemination, Training and onboarding programs, Ensuring understanding and adherence.
- Monitoring and Updating Policies: Regular policy reviews, Responding to changes in the legal and business environment, Incorporating employee feedback.

Unit 3:

Developing Departmental Policies and Procedures:

- Differences Between Company and Departmental Policies: Scope and specificity, Tailoring policies to department needs.
- Creating Department-Specific Procedures: Identifying key departmental processes, Documenting procedures step-by-step, Ensuring consistency with company policies.
- Training Staff on Departmental Procedures: Developing training programs and materials, Conducting workshops and seminars, Monitoring and assessing training effectiveness.
- Evaluating the Effectiveness of Departmental Policies: Setting performance metrics, Regular audits and reviews, Continuous improvement processes.
- Case Studies on Departmental Policy Implementation: Success stories and best practices, Challenges and solutions.

Unit 4:

Designing Manual Forms for HR and Departments:

- Importance of Manual Forms in HR and Operations: Role in standardizing processes, Ensuring

documentation and compliance.

- Creating Standardized Company Manual Forms: Identifying common form types, Designing templates for consistency, Ensuring legal and regulatory compliance.
- Developing Departmental Manual Forms: Tailoring forms to departmental needs, Examples of effective departmental forms, Best practices in form design.
- Digital vs. Paper-Based Forms: Advantages and disadvantages of each, Transitioning to digital forms, Tools and software for form management.
- Best Practices for Form Management: Storage and retrieval systems, Regular review and updates, Ensuring data security and privacy.

Unit 5:

Streamlining Departmental Workflows:

- Mapping Out Departmental Workflows: Identifying key processes and steps, Visualizing workflows with diagrams, Tools for workflow mapping.
- Identifying Bottlenecks and Inefficiencies: Analyzing workflow data, Common sources of inefficiencies, Techniques for identifying issues.
- Implementing Workflow Improvements: Process reengineering strategies, Lean and Six Sigma methodologies, and Practical examples of workflow improvements.
- Leveraging Technology for Workflow Automation: Automation tools and software, Integrating automation with existing systems, Benefits and challenges of automation.
- Monitoring and Optimizing Workflows: Setting performance metrics, Continuous monitoring techniques, Feedback loops for continuous improvement.