

HUMAN RESOURCES | COURSE BROCHURE

Organisational Design and Job Architecture

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Structure shapes how work flows, decisions are made and careers develop. This course covers organisational design principles and job architecture: analysing structures, spans and layers, designing roles, creating job families and levels, career paths and grading, and implementing organisational change.

Unclear structures and inconsistent job titles cause duplication and frustration. You will learn to design organisations and job frameworks that support strategy.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Design case studies, spans and layers analysis, job family workshops and implementation planning.

Course objectives

By the end of this course, participants will be able to:
• Explain organisational design principles
• Analyse spans, layers and structures
• Design roles and accountabilities
• Build job families, levels and titles
• Create career paths and grading links
• Plan implementation of design changes

Target audience

This course is suitable for:
• HR directors and managers
• Organisational development consultants
• Reward specialists
• Senior leaders
• Transformation teams



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Target competencies

Participants will develop competencies in:

- Organisational analysis
- Role design
- Job architecture
- Career framework design
- Change planning

Course outline

Day 1: Design Principles

09:00–10:08	Strategy and structure
10:08–11:00	Design criteria
11:00–11:30	**Coffee break**
11:30–11:45	Design criteria (continued)
11:45–12:53	Structure types
12:53–14:00	Exercise

Day 2: Analysing Structures

09:00–10:08	Spans and layers
10:08–11:00	Duplication
11:00–11:30	**Coffee break**
11:30–11:45	Duplication (continued)
11:45–12:53	Decision rights
12:53–14:00	Workshop

Day 3: Role Design

09:00–10:08	Accountabilities
10:08–11:00	Role profiles
11:00–11:30	**Coffee break**



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11:30–11:45	Role profiles (continued)
11:45–12:53	Interfaces
12:53–14:00	Exercise

Day 4: Job Architecture

09:00–10:08	Job families
10:08–11:00	Levels and titles
11:00–11:30	**Coffee break**
11:30–11:45	Levels and titles (continued)
11:45–12:53	Career paths
12:53–14:00	Workshop

Day 5: Implementation

09:00–10:08	Transition planning
10:08–11:00	Communication
11:00–11:30	**Coffee break**
11:30–11:45	Communication (continued)
11:45–12:53	Measuring results
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Barcelona Confirmed dates	16 Nov 2026	20 Nov 2026	**€2,840.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.–**
Dubai Confirmed dates	7 Dec 2026	11 Dec 2026	**€3,150.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.–**
Cape Town Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,890.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,450.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.–**
London Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,450.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.–**
Vienna Confirmed dates	8 Mar 2027	12 Mar 2027	**€2,940.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Cape Town Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,890.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.–**
Rome Confirmed dates	19 Apr 2027	23 Apr 2027	**€2,450.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.–**
Istanbul Confirmed dates	3 May 2027	7 May 2027	**€2,650.–**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Frankfurt Confirmed dates	24 May 2027	28 May 2027	**€2,650.-**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**
Barcelona Confirmed dates	14 Jun 2027	18 Jun 2027	**€2,840.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.-**
Vienna Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,940.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
Paris Confirmed dates	26 Jul 2027	30 Jul 2027	**€2,860.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.-**
London Confirmed dates	9 Aug 2027	13 Aug 2027	**€2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Dubai Confirmed dates	30 Aug 2027	3 Sept 2027	**€3,150.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
Amsterdam Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,540.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Rome Confirmed dates	11 Oct 2027	15 Oct 2027	**€2,450.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.-**
Cape Town Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,890.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	15 Nov 2027	19 Nov 2027	**€3,150.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Rome Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,450.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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