

Certified International Organization Development Associate- Workshop

CIODA- Workshop

Description:

The main objective for **CIODA- Workshop** is to eradicate the gap between **CIODA** theoretical course and the practical side of the business life, this Workshop is to upgrade the knowledge and skills to help the **OD** specialist to perform the **OD** implementation and evaluation processes, this will result in developing and or correcting the various **OD** strategies.

Applying best lean Organization Structure that helps in a smoother operation yet more effective and efficient output.

Finally, participant will practice in a hands-on style the difference between the numerous models of the Organization Charts and what are the positive effects using each to enable the **CIODA** graduate to master all these Key points

Benefits:

- Practice the basics of the Business Management & Policies as a corner step for the **OD** Associate.
- Exercise the different steps reaching the ideal Organization Structure through practically conducting the Job Analysis & Job Evaluation, Job Description and Competencies Framework processes
- Blend the theoretical side with the practical one, this will close the gap between the books and real life
 - A real-life case will be considered as a revision to the compatibility of the vision, mission, core values with the real practice, hence reshaping the organization chart to meet the market dynamics and realities.
 - Applying the knowledge acquired in **CIODA** about different Job Evaluation methods as an essential part of the whole corporate **OD** methodology.
- Design a new **Organizational Chart** that highlights the importance of the reporting system and the ability to have more control over it.

Performs some of the several methodologies regarding the **Job Evaluation**.

Several related case studies and practices example scenarios that the attendees (delegates) will utilize the required skills to accomplish to have a greater impact on using the mentioned tools that will be applied in the current situations of the company.

Who should attend?

This program **CIODA** is specially designed for :

Those who practice the Performance Management Function as a Supervisor or Line Manager

The in charge in all departments and monitor the performance on the 3 levels, Individual, Department, and Organization in terms of:

- o Total Rewarding Management like Bonus, incentives,
- o Renewing Labour Contract (considering the redundancy and missing functions).
- o Conducting TNA,
- o Implementing Competency Model, and or
- o Applying the MBO (Management by Objectives) in the workplace.

Outline

It is a well-designed based on a unique logical sequence serving its interactive methodology and sharing knowledge and skills among the attendees (delegates) and the instructor

Requirments

The (attendees) delegates have to bring a real documents for the graduation project, this will include but not to vision, mission, core values, competency framework (if available), Salary structure (if available), not less than 20 Job Descriptions representing managerial, non-managerial, technical and non-technical positions (5 each), Organization Chart).

Day 1

Module 1: Corporate DNA

1. Revision of Vision, Mission, Core Values and business line

2. Modify and or articulate Vision, Mission, Core Values according to findings of analysis of the business line

Break

Module 2: Business Management & Policies

- o Conduct **MPS** (Motivational Potential Score)
- o Conduct **COPS** and or **OCTAPACE** Analysis as an important HR tool which will help in articulating our final product (Culture. Operations, People and Systems)
- o Conduct either **SWAT(SLOT)** analysis, **PESTEL** analysis, or **Fishbone Diagram**, **HR analysis** as different business analysis tools.

Day 2

Module 3: Competency-Based Management (CBM)

1. Understand the Competency Library.
2. Develop position description/s for your targeted classification/s.
3. Identify the competencies that the superior performers in the classification possess.
4. Validate the competencies identified in Step 3.
5. Reconcile the validation results with those obtained in Step 3.
6. Review and finalize the results of Step 5 with the executive leadership team

Day 3

Module 4: Job Analysis

- o Conduct Job Analysis process using two of the followings:
 - Questionnaire
 - Time Motion Study
 - Predetermined factor
 - Interview
- o Practices for the FTE's and demonstration for a completed one (Full-Time Equivalent).

Break

Module 5: Job Description

- o Form leaderless groups writing up the initial **JD** for the 20 selected positions
- o Reviewing the **CBM** and embedding it to the newly **JD** write-ups
- o Validating the output of the **JD** for the 20 selected positions

Day 4

Module 6: Job Evaluation,

- o Identifying the output of JA for the 20 selected positions
- o Validating output of the JA for the 20 selected positions
- o Evaluate the 20 selected positions using Point Factor methodology

Break

- o Ranking for the 20 selected positions as per the previous process.
- o Validating the salary structure accordingly (for the 20 selected positions)

Day 5

Module 7: Module 9: Organization Structure

- o Draw the ideal **OC** on two groups
- o Compare the **OC** for the two groups
- o Validate and unify the **OC**

Break

- o Do a presentation for all the attendees (Delegates)
- o Deliver the presentation with free discussion from all the participants including the instructor
- o Wrap-up