

Organisation Structure Design and Job Analysis

Be a Strategic HR: Build a well-defined & effective structure



12 March 2026 (Thursday)

9:30am – 5:30pm (CPD Hours: 7)



Member: HK\$ 2,200

Non Member: HK\$ 3,020

A good organisation structure design supports the development of an organisation in alignment with its business strategies, by partitioning its big job into smaller jobs of functions and individuals. Furthermore, it serves as a basis for the job analysis which helps clarify the specific role and responsibilities of different positions to ensure seamless collaboration.

Key Takeaways

- What is an Organisation Structure?
- Relationship among Corporate Directives, Business Processes & Organisation Structure
- Common Functions in Different Industries: Industry-Specific vs Generic Functions
- Determining the Organisational Complexity: Horizontal vs Vertical Differentiation
- Consideration of Check & Balance and Labour Supply in Organisation Structure Design
- Dimensions of Organisation Structure Design: Functional Specifications vs Business Orientation
- Comparison among Functional, Simple, Matrix & Divisional Structure
- Structure Design for Organisations with Spanning Geography
- Conducting Job Analysis Step by Step: Crafting Effective job Descriptions
- Ensuring the Vertical & Horizontal Alignments of Job Responsibilities
- Verb Choices in Job Descriptions for Different Job Grades
- Defining Quantitative Dimensions, Qualifications, and Required Experiences

ENROL NOW



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**Cantonese
(with English materials)**



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