KOENIG SOLUTIONS · COURSE OUTLINE

Organizational Development: Competency Frameworks & SOPs

Learn to design workflow architecture, job structures, competency frameworks and aligned policies to drive organizational change.

5 Days	19	4
8 HOURS A DAY	TOPICS	HANDS-ON ACTIVITIES

COURSE OVERVIEW

This 5-day intensive program empowers participants to master organizational development (OD) at a strategic and systemic level. The training integrates workflow architecture, job structuring, competency modeling, policy alignment, and behavior shaping to drive sustainable transformation. Participants will learn how to analyze, design, and optimize organizations using proven, field-tested frameworks.

WHO THIS COURSE IS FOR

- **OD Consultants**
- **HR Leaders & Business Partners**
- **Organization Designers**
- **Change Management Experts**
- **PMO Leaders & Business Architects**
- **Senior HR Managers seeking transformation roles**

LEARNING OBJECTIVES

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

- Analyze organizational structures and identify misalignments
- Design comprehensive, scalable workflows that reflect business strategy
- Develop job profiles, career paths, and competency frameworks
- Align policies, systems, and SOPs with organizational goals
- Drive behavioral and cultural change through leadership and performance systems
- Integrate structural and behavioral development into a unified OD approach

TRAINING APPROACH

Includes hands-on case simulations, group exercises, and project presentations.

COURSE SYLLABUS

19 Topics

DAY 1 Foundations of Strategic Organization Architecture

TOPICS

Workshop

- Introduction to OD as a business enabler
- Organizational systems thinking
- Strategic alignment and structural coherence
- Designing workflow architecture (process slots, role anchoring, RACI)

DAY 2 Job Design, Hierarchy Mapping & Role Clarity

TOPICS

Exercise

- **Role mapping:** from departments to deliverables
- Building role clarity through scope and accountability
- Job profiles and job families
- Creating career ladders and cross-functional matrices

DAY 3 Competency Frameworks & Talent Infrastructure

TOPICS

Exercise

- **Types of competencies:** functional, core, leadership, behavioral
- Integrating competencies into job roles and performance
- Designing development paths from competencies

DAY 4 Policy, SOP & System Alignment

TOPICS

Simulation

- Aligning policies and procedures with workflow logic
- SOP drafting linked to roles and processes
- HR systems, appraisal, and rewards as OD levers
- **The hidden architecture:** aligning informal practices

DAY 5 Culture, Behavior, and Change Management

TOPICS

- Diagnosing cultural and behavioral gaps
- Designing behavioral expectations, rituals, and consequences
- Linking values to performance and promotion
- OD governance and ongoing change integration

NOTES

Gamification Ideas

- Daily Challenge Cards
- OD Hackathon
- Leadership Simulation Board Game
- Competency Bingo
- Live Leaderboard

HANDS-ON ACTIVITIES

Practise What You Learn

MODULE	ACTIVITY
Foundations of Strategic Organization Architecture	**Workshop:** Deconstructing a broken structure
Job Design, Hierarchy Mapping & Role Clarity	**Exercise:** Mapping roles to workflow and strategic contribution
Competency Frameworks & Talent Infrastructure	**Exercise:** Build a custom competency dictionary for a department
Policy, SOP & System Alignment	**Simulation:** Redesign a failing system with aligned policy and process

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

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