



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Organisational Structure Design for Mandate Achievement

Business, Commerce and Management Studies / Human Resources

Unit Standard 252404 · NQF Level 6 · 13 Credits · 10 Days

COURSE OVERVIEW

This course equips learners with the skills to design and implement an organisational structure that enables the effective achievement of an organisation's mandate. Participants will learn to analyse strategic objectives and align structural components such as roles, responsibilities, and reporting lines to optimise performance and accountability.

Category	Business, Commerce and Management Studies
Subfield	Human Resources
Unit Standard	252404
Accreditation	SAQA Accredited · NQF Level 6 · 13 Credits
Duration	10 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyse the relationship between organisational mandate and structural design principles.
- Evaluate different organisational structures and their suitability for mandate achievement.
- Design a structure that aligns roles, responsibilities, and decision-making authority with strategic objectives.
- Implement the designed structure by developing clear job descriptions and reporting lines.
- Demonstrate how to manage the transition to a new structure, including communication and change management.
- Assess the effectiveness of the organisational structure in supporting mandate delivery.

WHO SHOULD ATTEND

- Managers, team leaders, and HR professionals responsible for organisational design or restructuring within their organisations.
- Also suitable for consultants and senior staff involved in strategic planning and mandate delivery.

COURSE OUTLINE

Day 1: Introduction to Organisational Structure and Mandate

- What is organisational structure?
- The link between structure and mandate
- Key elements: hierarchy, span of control, departmentalisation
- Types of mandates: legislative, strategic, operational
- Overview of structural models: functional, divisional, matrix

Day 2: Principles of Organisational Design

- Core design principles: specialisation, coordination, control
- Differentiation and integration
- Centralisation and decentralisation
- Unity of command and scalar principle
- Strategy-structure alignment

Day 3: Analysing Organisational Mandates

- Understanding mandate: vision, mission, goals
- Stakeholder analysis
- Regulatory and compliance frameworks
- Mandate complexity assessment
- Translating mandate into structural needs

Day 4: Structural Options and Their Applications

- Functional structure: advantages and disadvantages
- Divisional structure: product, geographic, customer
- Matrix structure: balancing dual reporting
- Hybrid and network structures
- Criteria for structural selection

Day 5: Designing Organisational Charts and Reporting Lines

- Organisational charting tools and techniques
- Reporting lines: vertical, horizontal, dotted
- Span of control: narrow vs wide
- Levels of management
- Role clarity and accountability matrices

Day 6: Aligning Structure with Business Processes

- Business process mapping
- Process ownership and accountability
- Cross-functional collaboration
- Workflow optimisation
- Technology enablers in structure design

Day 7: Change Management in Structural Redesign

- Change management models (e.g., Kotter, ADKAR)
- Stakeholder analysis and engagement
- Communication strategies
- Managing resistance

- Culture and structural change

Day 8: Governance, Compliance, and Risk in Structure Design

- Corporate governance principles (King IV)
- Regulatory compliance requirements
- Risk management in structure
- Oversight committees and their roles
- Governance documentation

Day 9: Performance Measurement and Structural Effectiveness

- KPIs for structural performance
- Balanced scorecard approach
- Structural audits
- Performance review cycles
- Continuous improvement in structure

Day 10: Capstone Project and Integration

- Capstone project: design a structure for a given mandate
- Presentation and peer review
- Integration of all modules
- Implementation roadmap
- Course summary and next steps

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **13 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 39,400.00	R 39,400.00
1	In-House	R 51,200.00	R 51,200.00
1	On-Campus (Pretoria)	R 59,100.00	R 59,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	20 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	24 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	25 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	25 Aug 2026	On-Campus	Mauritius
13 Aug 2026	26 Aug 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	27 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	28 Aug 2026	On-Campus	Abu Dhabi, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 252404) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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