

TASK 2: DEVELOPING COMPANY ORGANIZATIONAL STRUCTURE

Objective

The students are able to:

- Understand the organizational hierarchy
- Develop organizational structure using PowerPoint or other software programs that contain organizational structure generation
- Develop professional and interesting organizational structure concept

Introduction

The employee positions in the company’s organizational structure have been determined at the establishment of the company and recruitment. The department should make the organizational structure easily visible, either in the office (classroom), website or in official documents.

Instrument and Material Preparation

- Laptop/ Computer
- Internet Network

Activities

No	Activities	Duration
1	The facilitator explains that in the organizational structure, the authority starts from the top move downward. In the organizational structure, the employees give suggestions and support the function of higher position.	10’
2	The department VP and members then discuss the concept of making organizational structure that is in line with the company’s theme. The company’s structure must contain at least name and titles. It can be completed with photos to support the information. Find reference to make your organizational structure professional and interesting.	30’
3	If you prefer adding photos to the organizational structure, make a schedule of a photo session and inform all company employees to wear a certain dress code that you consider appropriate with the concept of your company.	10’

Output

- Company organizational structure

Internet Activity

Website for developing organizational structure (<https://www.canva.com/graphs/organization-charts/>)