

## Description

Organizational analysis is a systematic, objective review of an organization (or program) to help it be more effective, efficient, and potent towards defined outcomes. It provides a context for strategic and operational decisions and for organizational design and development. The process can help an organization reach its fullest potential, leverage success, capitalize on opportunities, and re-tool for greater impact. This workshop presents a process that has been used effectively with hundreds of organizations and multi-state programs; and has been used by Foundations to determine funding priorities. We outline the step-by-step process and provide the tools to undertake a useful analysis and development process. Further, the workshop demonstrates how to use the analysis for organizational change and alignment for more integrated, strategic, and potent organizations. We provide examples from public health agencies and programs of all sizes and scopes.

## Sample Training Contents

Topic	Content
Introduction	Purpose, Overview, Objectives, Preface, Agenda
Course Overview and Approach	Definitions, Frameworks <i>Worksheet: Your Learning Objectives</i>
Designing the Process	Pre-requisites, Imperatives, Application, Examples <i>Worksheet: Designing Your Process</i>
Organizational Analysis	Characteristics, Content, Capacity Components, Collecting Information, Sample Size, Issues, What to Look For, Tried and True, Findings, Analysis, Examples <i>Worksheet: Organization Analysis</i>
Organizational Development	Examples, Strategies Addressing Issues: Strategic Plan, Organizational Design, Competencies, Decision Making, Effective Teams, Communication <i>Worksheet: Organizational Development</i>
Managing Change and Transition	Systems Approach, Leverage Points, Considerations, Managing Change <i>Worksheet: Change</i>
The Organizational Development Plan	Organizational Development Plan: Outline, Putting it all Together
Conclusion	Summary, Lessons Learned, Take Home, Next Steps
Appendices	I: From Findings to Analysis - Sample II: Internal Customer Exercise