
HUMAN RESOURCES TASK 3: CREATING AN ORGANIZATIONAL CHART

Departments Involved

Human Resources and All Departments

Time Frame/Month for Activity

September/Two Days

Outcomes

Employees will be able to:

- Understand the levels of the organization.
- Create an organizational chart using PowerPoint or other software program that contains organization chart generation.

Activities/Strategies

- Convene a staff meeting to discuss company organizational structures
- Distribute sample organization charts: one showing line structure, one showing line and staff structure, and another showing matrix structure.
- Ask employees, which chart depicts the way their company is organized.
- Explain that in line structures, authority originates at the top and moves downward in a line. In line and staff structures, employees are hired to advise and support line functions. In Matrix structures, employees from different departments come together temporarily to work on special project teams, which allow companies the flexibility to respond quickly to a customer need.
- Demonstrate creating organization charts using PowerPoint.
- Have each department create a departmental organization chart and submit to HR. Using departmental charts as a guide, HR will create a company organization chart.

Online Follow Up

- Go to www.creately.com/blog/diagrams/types-of-organizational-charts/ to view different types of organization charts.

Materials/Resources

- [VIDEO: Create an Organization Chart using SmartArt in PowerPoint](#) (Reference Files)

Mastery and Assessment

- Convene a staff meeting to discuss company organizational structures.