



Teacher guide

Organisation structure - OPITO

Where does the lesson fit?

This session would fit in a Human Resources or Structure of Organisation module to introduce the topic or organisation structures and organisation charts.



Suggested resources & activities related to OPITO and organisation structure

- Full OPITO case study
- Organisation Structure PowerPoint
- Workforce planning lesson resources
- OPITO crossword
- OPITO word search

Suggested timings for the session

10 mins	Starter e.g. OPITO crossword
5 mins	Use the Organisation Structure PowerPoint to discuss the topic
5 mins	Read the case study
10 mins	Questions
20 mins	Task – organisation chart
10 mins	What have you learned?

Answers to questions

1. What is meant by a hierarchy?
A hierarchy is an organisation that is structured in layers, with those at the top of the hierarchy having more authority than those at the bottom.
2. Describe how organisations can divide up the roles and departments within them.
Organisations might be divided up by:
 - Geography e.g. continents, countries or regions
 - Processes e.g. exploration, production, refining
 - Function e.g. marketing, finance, operations, human resources
3. Explain what is meant by 'span of control' and state the span of control of the Offshore Installation Manager in the organisation chart shown above.
The span on control refers to the number of workers a manager is directly responsible for (in the next layer in the hierarchy). The span of control of the OIM in the organisation chart shown is 5.



THE TIMES 100

BUSINESS CASE STUDIES

4. Analyse why it is important for workers to have clearly defined job roles. It is important to have clearly defined job roles for a number of reasons:
- Workers can focus on job specific tasks
 - Workloads can be prioritised
 - Work duplication can be avoided

What have you learned?

Expected learning is likely to include:

- The definitions of the following terms:
 - Hierarchy
 - Span of control
 - Chain of command
 - Organisation chart
 - Functions
- The importance of having defined roles and responsibility
- The methods that organisations can be divided up