

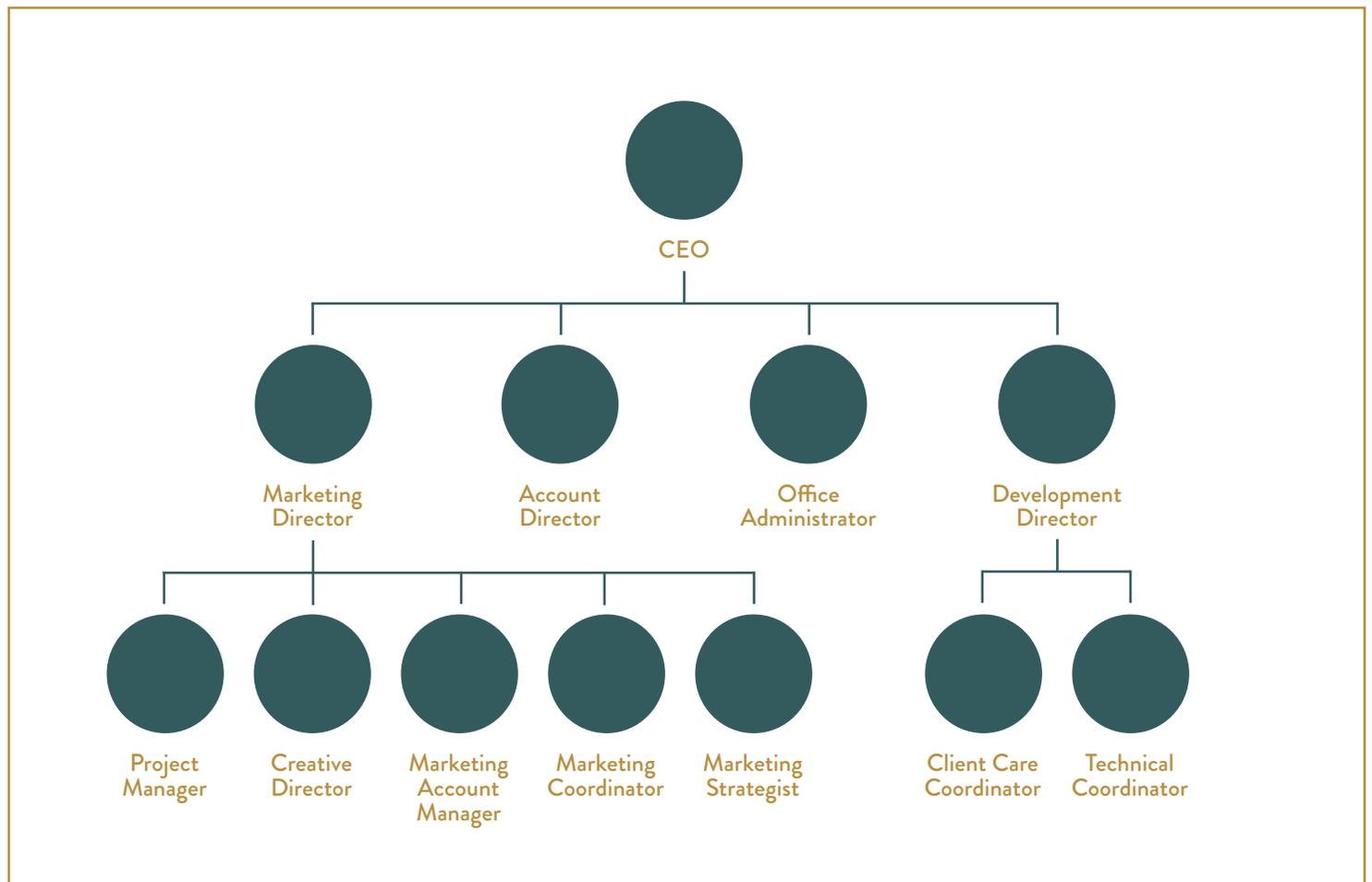
Create Your Organizational Chart Strategy

If you have plans to grow your team, having a vision for what your organization might look like over time can help you hire the right people at the right time. Completing this exercise will help you identify key skill sets your team might be missing, which will give you a plan to help grow your team over time.

What is an organizational chart?

An organizational chart is a diagram that visually represents an organization's internal structure, highlighting roles, responsibilities, and hierarchy within the company.

See example below.



Current Organizational Chart

Instructions: Using the example above, draw an org chart that includes everyone currently on your team. Include job titles, core responsibilities, and place employees under the person that they report to within the structure.

Organizational Chart in One Year

Instructions: Take a look at your current org chart. Are there any key skill sets you're missing? Draw an org chart that shows what your team might look like in one year, adding team members anywhere where you see a need for key skill sets. If you have time, talk to a few team members about where they see needs within the company.

Don't get too hung up on the details — this is just an exercise to get you thinking about your team's growth.

Organizational Chart in Three Years

Instructions: Take a look at your one year org chart. Who else would you need to help your business grow? Draw an org chart that shows what your team might look like in three year, adding team members anywhere where you see growth opportunities. Again, talk to a few team members within the company if you have time.