Creating an organisational chart

An organisational chart gives you a clear view of your company. It's useful to have for:

- Helping new starters to understand the structure of your business
- Mapping out employees and managers in each team
- Highlighting where skillsets sit in the organisation
- Giving leaders a simple visual of the company as a whole

Use the template below to get an idea of how you can create your own chart.

Name: _____

Job title: _____

Name: _____

Job title: _____

Department: _____

Key skills:

1. _____
2. _____
3. _____

Name: _____

Job title: _____

Department: _____

Key skills:

1. _____
2. _____
3. _____

Name: _____

Job title: _____

Department: _____

Key skills:

1. _____
2. _____
3. _____

Name: _____

Job title: _____

Department: _____

Key skills:

1. _____
2. _____
3. _____

Tools and templates

Name: _____

Job title: _____

Department: _____

Key skills:

1. _____

2. _____

3. _____

Name: _____

Job title: _____

Department: _____

Key skills:

1. _____

2. _____

3. _____

Name: _____

Job title: _____

Department: _____

Key skills:

1. _____

2. _____

3. _____

Name: _____

Job title: _____

Department: _____

Key skills:

1. _____

2. _____

3. _____

Name: _____

Job title: _____

Department: _____

Key skills:

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