



NDA

TRAINING TASMANIA

nurture - develop - achieve

Operational Planning

Course Cost

\$ 395

Duration

1 Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website:

www.nda.com.au

If there are no dates listed, please email:

bookings@nda.com.au

to express interest in the course.

More Information

For more information on any of our courses or services please email:

bookings@nda.com.au

or visit the NDA website at:

www.nda.com.au

National Competency Standard

BSBOPS402 – Coordinate business operational plans (with post course work)

BSBOPS502 – Manage operational plans (with post-course work)

Prerequisites

There are no pre-requisites for this course.

Course Objectives

This course provides the skills and knowledge required to develop and implement an operational plan.

It will also support participants whose role is to implement an operational plan by monitoring and adjusting operational performance, planning, resource acquisition and performance reporting.

Learning Outcomes

- Develop and implement an operational plan using a variety of information sources and consultation
- Communicate effectively with relevant stakeholders to explain the plan and supporting information, seek approvals, negotiate variations and engage work teams
- Develop and implement strategies to achieve the operational plan within the organisation's policies, practices and procedures.
- Describe models and methods for operational plans
- Explain the role of an operational plan in achieving the organisation's objectives
- Explain budgeting processes
- Use alternative approaches to developing key performance indicators

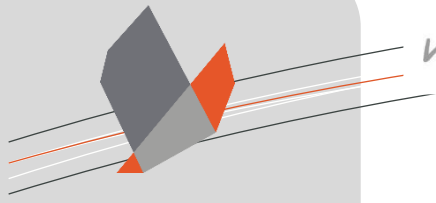
Optional Assessment

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.

PER UNIT FEE: \$195



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Operational Planning Course Content

RTO Provider:60034

NDA Launceston

Level 1, 65 St John Street
Launceston TAS 7250
03 6334 4910

NDA Hobart

Level 3, 110 Collins Street
Hobart TAS 7000
03 6224 2660

NDA North West

4B, 21 Alexandra Road
Ulverstone TAS 7315
03 6423 4547

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA.

Please contact us for further information and to be provided with a quote.

Develop and implement operational plans

- Developing an operational plan
- Resource requirements and usage
- The consultation process
- Develop and implement operational plans
- Planning and information
- Key performance indicators (KPI's)
- Set performance indicators
- Example of a key performance indicator
- Utilising KPI's
- Charts
- The planning of important dates
- Factors affecting organisation structure
- The manager's role in operational planning
- Performance measurement
- The balanced scorecard
- Balanced scorecard perspectives
- Constraints
- Methods of control
- Develop and implement contingency plans
- Steps to developing a contingency plan
- Develop and present proposals for resource requirements
- Develop a proposal
- Resource expenses
- Gain approval for the plan

Plan, manage & implement resource acquisition

- Recruit and induct staff
- Acquire physical resources
- Choosing vendors
- Making the purchase
- Customers and other stakeholders
- Inventory management
- Intellectual property - rights and responsibilities
- IP Disputes

Monitor & review operational performance

- Develop, monitor and review performance systems and processes
- Monitoring waste
- Analyse and interpret budget and financial information
- Identify under performance
- Manufacturing performance
- Performance improvement
- Mentoring, coaching and supporting individuals and teams
- Recommend variations to operational plans
- Variations to operations
- Implement systems, procedures and records
- Collect information about performance measures
- Monitoring the record-keeping system