

Developing effective business plans: the key to operating success

NEW

WHO SHOULD ATTEND

This course is for managers and supervisors needing to develop and implement practical and effective business unit plans.

WHAT THE PROGRAM OFFERS

Developing a set of goals, strategies, priority actions, measures and targets with a team can be taxing.

What is the difference between a goal, an objective and a target? What about a key result area (KRA) and a key performance indicator (KPI)? Is a vision different to a mission or a statement of intent, and how many should exist?

This program offers a step by step approach to developing an effective business unit plan. While drawing on a number of conceptual frameworks, it demystifies the language of strategic planning and guides managers on developing focused and practical business plans that link to the budget and support delivery of the organisation's Results and Services Plan.

LEARNING OUTCOMES

This program will enable participants to:

- define the purpose and scope of their business unit
- analyse current and future trends in the operating environment that will impact the business unit
- analyse internal capabilities and determine key competencies and areas of exposure
- develop business unit goals, strategies and measures
- ensure linkage between the planning and budget processes
- develop detailed action plans with clear priorities and targets.

PROGRAM FACILITATOR

Jan Wren BA (Hons), MAdult Ed has held a variety of senior management positions in a career spanning over 20 years in Australia and the UK. Jan has expertise in a number of critical business areas, including business improvement, strategic planning, the development and implementation of service strategies, change management, human resources management, and training and development.

BENEFITS FOR PARTICIPANTS

- Skills to develop a clear, concise and simple business unit plan
- Provision of a business planning approach that can be tailored to suit the organisation's business planning documentation
- Business planning tools and techniques that can be used to coach other team members.

BENEFITS FOR THE ORGANISATION

- Business plans that are effective in converting the strategic vision for the organisation into operating success
- Improved business planning capability across the organisation
- Business plans that are realistic and link to the organisation's budget planning cycle.

RELATED COURSES

- **Developing a service strategy to achieve your organisational results and service plan**
- **Organisational change: more than a name change on the door**
- **Networking: building interagency alliances and partnerships**



**Institute of
Public Administration
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**CUSTOMISED TRAINING
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WORKPLACE!**

1 DAY COURSE

This course can be tailored to your organisational needs and delivered at a time and location convenient to you.

This cost-effective alternative to our public program can be designed to include case studies and integrate

policies, procedures and templates specific to your organisation.

For further information, or to obtain a quote to deliver this course in your workplace, contact:

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