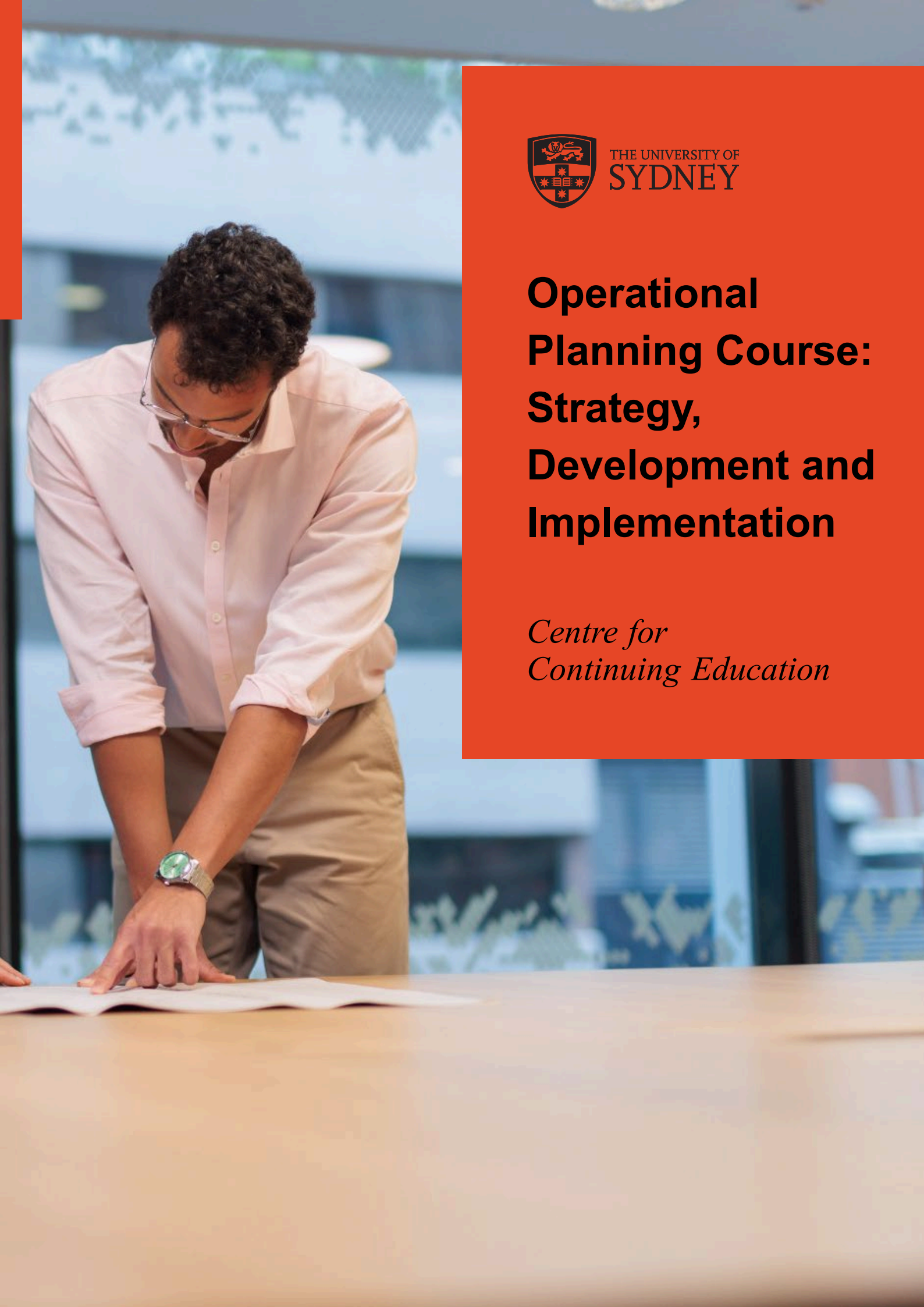




THE UNIVERSITY OF
SYDNEY

Operational Planning Course: Strategy, Development and Implementation

*Centre for
Continuing Education*



Operational Planning Course: Strategy, Development and Implementation



Learn the concepts, skills and knowledge required to develop and implement an effective operational plan – one that supports and achieves the strategic objectives of your organisation.

Using a structured systematic approach, this one-day course will show you how to turn strategic goals into specific sequenced activities. You will learn how to allocate appropriate resources and how to budget and allocate time to these activities. You will also learn how to allocate your team members to appropriate tasks, building team capability.

In building your operational plan, you will learn how to consult with appropriate stakeholders. Utilising your stakeholders and a range of other strategies you will also learn how to identify the risks associated with the plan and develop comprehensive contingency plans.

You will also learn how to implement the plan and check that appropriate monitoring processes are in place, to ensure that underperformance is identified quickly and rectified.



Course duration

1 session, 8 hours total



Time

9am - 5pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Intended audience

Designed to suit those who are moving into, or those that are relatively new to the operational planning arena. It would also be of benefit to those who are involved with operational planning and are after clarification and direction on how to improve their operational planning and implementation skills.

Prerequisites

None



Upon completion

Every participant receives a University of Sydney statement of completion.



Learning outcomes

By the end of this course, you should be able to:

- develop operational plans
- consult with stakeholders
- plan for and allocate resources
- allocate appropriate costing and time frames to the plan
- match team member capabilities and build that capabilities over time
- identify risks and develop contingency plans
- monitor performance aspects of the plan.



Content

Operational planning

- What is operational planning
- Aligning strategy with operational plans
- Effective planning concepts
- Consulting with stakeholders
- Setting SMART objectives

Developing operational plans

- Developing activities to achieve the objectives
- Sequencing the activities and allocating time frames
- Allocating resources
- Setting budgets

Risk and contingency plans

- Identifying risks
- Analysing risk
- Treating risks and developing contingency plans
- Monitoring risk

The team

- Human resources considerations
- Assigning activities to appropriate team members
- Matching capabilities

Implementing the plan

- Monitoring performance
- Rectifying underperformance
- Variations to the plan
- Reporting requirements



“Very well presented, great workshop hands-on style. Learnt plenty about what is involved with operational planning to take back to work.”

Michael McGowan



“Really informative and well-run course. Would recommend to colleagues or organisations. I enjoyed it quite a bit and got lots out of it.”

Christine Studley-Towers



Delivery style

The Australian National Training Authority (ANTA) states that one of the most valuable resources in adult education is the learner themselves. This course has been designed to actively involve the learner throughout the day. It includes:

- interactive presentations
- group work and discussions
- structure sequence of operational planning activities
- operational and strategic planning case studies.

Materials

Course materials, including a presentation and workbook, are distributed electronically.



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF
SYDNEY

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

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