

## Operational Planning Skills

### 1. Overview

This programme is intended for managers in all economic sectors. These managers would typically be second level managers such as heads of department, section heads or divisional heads, who may have more than one team reporting to them.

### 2. Programme Outcome

- Developing an operational plan for a unit
- Implementing an operational plan
- Monitoring, measuring and evaluating the achievement of goals and objectives

**Qualification:**

Certificate of Completion

**Duration:**

2-Months

**Programme Type:**

Category B – Workplace-Based Learning Programme

**Programme ID:**

PA0829

**SAQA US:**

252032

**NQF Level:**

5

**Credits:**

8

**Entry Requirements:**

Communication & Mathematical Literacy at NQF 4

**Training Options:**

**Online** - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

**Blended** - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. Alternatively, the learning material will be emailed to the participant. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

**Face-to-Face** - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

**Minimum Participants Required:**

(1) Online, (1) Blended & (1) Face-to-face

### 3. Programme Content

- **(252032 US):** Develop, implement and evaluate an operational plan

### 4. Topics

- Develop operational strategies for a unit
- Develop an operation plan for a unit
- Implement an operational plan
- Monitor, measure and evaluate the achievement of goals and objectives

### 5. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

**We trust that the above is in order and look forward to hearing from you for Implementation**