

Operational Planning & Control

1. Overview

The purpose of this programme is to equip junior managers with the essential skills to effectively manage time, solve workplace problems, and control expenditure within a budget.

The programme aims to develop participants who can:

- Plan, prioritise, and manage tasks efficiently
- Apply structured problem-solving and decision-making techniques
- Monitor and control financial resources within their area of responsibility
- Improve productivity and operational efficiency within teams

2. Programme Outcome:

- Create and manage personal and team task lists
- Use planning tools such as diaries and schedules effectively
- Prioritise tasks based on importance and urgency
- Identify and define workplace problems clearly
- Investigate problems and generate appropriate solutions
- Make informed decisions and implement solutions
- Evaluate the effectiveness of implemented solutions
- Understand basic budgeting principles
- Identify and manage budget components within their area
- Monitor and control actual expenditure against the budget

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0776

SAQA US:

242811, 242817, 242810

NQF Level:

4

Credits:

22

Entry Requirements:

Communication and Mathematical Literacy at NQF Level 3

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 induction via Microsoft Teams 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. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

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

- **(242811 US):** Prioritise time and work for self and team
- **(242817 US):** Solve problems, make decisions and implement solutions
- **(242810 US):** Manage Expenditure against a budget

4. Topics

Module 1: Time Management & Task Prioritisation

- Importance of time management in the workplace
- Planning and organising work activities
- Creating and maintaining task lists
- Using diaries, planners, and scheduling tools
- Prioritising tasks (urgent vs important)
- Delegating tasks within a team
- Monitoring progress and meeting deadlines
- Improving productivity and efficiency

Module 2: Problem Solving & Decision Making

- Identifying and defining problems in the workplace
- Root cause analysis techniques
- Gathering and analysing information
- Generating alternative solutions
- Decision-making models and techniques
- Implementing solutions effectively
- Monitoring outcomes of decisions
- Evaluating solution effectiveness and continuous improvement

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

Module 3: Budget Management & Cost Control

- Introduction to budgeting concepts
- Types and elements of a budget
- Understanding income and expenditure
- Budget planning within an area of responsibility
- Monitoring actual vs planned expenditure
- Identifying variances and taking corrective action
- Cost control techniques
- Financial accountability and reporting

5. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

6. 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