

Training Courses & Related Services



Implement Operational Plan

National Code **BSBMGT402A**



Duration	2 x 6 hours	Min-Max Group Size	8-15
Who should attend	All supervisors & frontline managers who have responsibility for planning activities to achieve the measurable, stated objectives of the team & the organisation.		
Course aims	To provide frontline managers with the skills they need to implement the operational plan by monitoring & adjusting operational performance, producing short-term plans for the department/section, planning & acquiring resources & providing reports on performance as required		
Employability Skills	<p>This unit contains employability skills including:</p> <ul style="list-style-type: none"> coaching & mentoring skills to provide support to colleagues literacy skills to access & use workplace information & to prepare reports planning & organising skills to monitor performance & to sequence work of self & others to achieve planned outcomes 		
Course Content	<p>Topic1: Implement operational plan Consult with relevant personnel, colleagues & specialist resource managers & provide assistance to identify & organise resource requirements Implement operational plans & identify & use key performance indicators (KPIs) to monitor organisational performance</p> <p>Topic 2: Implement resource acquisition Recruit & employees & acquire physical resources & services within organisational policies & procedures</p> <p>Topic 3: Monitor operational performance Monitor performance systems & processes to assess progress in achieving profit/productivity plans & targets Analyse & use budget & actual financial information to monitor performance Identify unsatisfactory performance & take prompt action to rectify Provide mentoring, coaching & supervision to support individuals & teams Present recommendations for variations to operational plans Implement systems, procedures & records associated with performance in accordance with organisation's requirements</p>		
Documents issued on successful completion	Statement of Attainment on completion of the unit BSBMGT402A from the BSB07 Business Training Package		
Price per person	POA	Price per person	POA