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# Developing an Operational Plan

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National Competency Standard (BSB07):  
BSBMGT515A Manage operational plan



## Aim

This course covers the skills required to develop and monitor the implementation of the plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.

## Audience

The audience for this course is any individual or manager responsible for the development or implementation of the operational plan, including recruitment, budget and financial information.

## Duration

One day.

## Optional Assessment

**This is a nationally recognised training program.** Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above. The assessment comprises a case study assignment designed to demonstrate competence. Participants who choose not to be assessed will receive a Certificate of Attendance.

The case study assignment is completed in the participant's own time.

## Course Content

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- About this course
- Research, analyse and document resource requirements
- Develop and/or implement an operational plan
- Develop key performance indicators to measure organisational performance
- Develop and/or implement contingency plans
- Develop and implement strategies for employee recruitment/induction
- Develop and implement strategies for physical resources/services acquisition
- Monitor and review performance systems and processes
- Analyse and interpret budget and actual financial information
- Identify areas of under performance and recommend solutions
- Provide mentoring and coaching to support individuals and teams
- Negotiate and approve recommendations for variations to operational plans
- Develop and implement procedures associated with documenting performance
- Establishing monitoring and review mechanisms