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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 operational 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