



# Make the Plan Work

## NDA TRAINING TASMANIA

RTO Provider : 60034

Course Cost - \$395

Duration – 1 Day

### Locations

- Hobart
- Launceston
- Ulverstone

### Course Dates

Course dates can be found on the training calendar on the NDA website. If you can't find a suitable date, email: [bookings@nda.com.au](mailto:bookings@nda.com.au)

### Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA premises.

Please contact us for further information and to be provided with a quote.

### More Information

Phone: 03 6334 4910

Email: [bookings@nda.com.au](mailto:bookings@nda.com.au)

Web: [www.nda.com.au](http://www.nda.com.au)

BOOK

ENQUIRE

WEBSITE

### Unit Code/s\*:

BSBOPS402 – Coordinate business operational plans

### Course Objectives

This course teaches the skills and knowledge required to implement operational plans by planning and acquiring resources, monitoring and adjusting operational performance and providing reports on performance, as required.

### Learning Outcomes

#### Prepare to implement operational plan

- Consult with stakeholders to identify resource requirements relevant to operational plan  
Collate, analyse and document details of resource requirements
- Develop operational plan and determine implementation method
- Plan for contingencies
- Develop and present proposals for resource requirements

#### Implement operational plan

- Assist in recruiting and onboarding employees required to implement operational plan according to organisational policies and procedures
- Acquire physical resources and services according to organisational policies and procedures
- Support efficient, cost-effective and safe use of resources
- Adjust implementation of the operational plan in consultation with others to manage contingencies

#### Monitor operational performance

- Collate relevant information and determine operational and productivity performance
- Identify and use key performance indicators (KPIs) and assess operational performance
- Identify unsatisfactory performance and take action to rectify the situation according to organisational policies

#### Review operations based on performance

- Develop recommendations for variation to operational plans
- Present recommendations to the designated persons or groups to gain approval
- Maintain records related to operational performance according to organisational policies and procedures
- 4.4 Report information on operational performance to management

### Optional Assessment - \$195 per unit

This course is part of 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 aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.