



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Demonstrate An Understanding Of The Planning Process At The Operational Level Training

Law, Military Science and Security / Sovereignty of the State

Unit Standard 118027 · NQF Level 5 · 13 Credits · 10 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to understand and apply the planning process at an operational level within a workplace context. It covers the systematic steps of planning, including setting objectives, identifying resources, and developing action plans to achieve organisational goals. By the end of the course, participants will be able to contribute effectively to operational planning and implementation.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	118027
Accreditation	SAQA Accredited · NQF Level 5 · 13 Credits
Duration	10 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Explain the purpose and importance of operational planning in an organisation.
- Identify and analyse the key elements of the operational planning process.
- Apply appropriate techniques to set SMART objectives for operational activities.
- Develop an operational plan that includes resource allocation, timelines, and contingency measures.
- Evaluate the effectiveness of an operational plan against set criteria.
- Demonstrate the ability to communicate and implement an operational plan within a team.

WHO SHOULD ATTEND

- This course is designed for supervisors, team leaders, and operational staff who are responsible for contributing to or implementing operational plans within their organisations.
- It is also suitable for individuals seeking to enhance their planning skills for career development.

COURSE OUTLINE

Day 1: Introduction to Operational Planning

- What is operational planning?
- The planning hierarchy: strategic, tactical, operational.
- Key elements of an operational plan.
- Linking operational plans to organisational objectives.
- Overview of the planning cycle.
- Roles and responsibilities in operational planning.

Day 2: Environmental Analysis and Situational Assessment

- SWOT analysis: strengths, weaknesses, opportunities, threats.
- PESTLE analysis: political, economic, social, technological, legal, environmental.
- Internal environment assessment: resources, capabilities, culture.
- External environment scanning: market trends, competition, regulations.
- Data collection methods for operational planning.
- Interpreting environmental data for decision-making.

Day 3: Setting Operational Goals and Objectives

- SMART criteria: specific, measurable, achievable, relevant, time-bound.
- Cascading goals from strategic to operational level.
- Balancing competing priorities.
- Key performance indicators (KPIs) for operational objectives.
- Techniques for goal setting: brainstorming, consensus building.
- Documenting and communicating objectives.

Day 4: Resource Identification and Allocation

- Types of resources: human, financial, physical, technological.
- Resource planning techniques: workload analysis, capacity planning.
- Budgeting for operational activities.
- Resource allocation models: priority-based, zero-based.
- Tools for tracking resource usage.
- Managing resource constraints and trade-offs.

Day 5: Developing Action Plans and Timelines

- Work breakdown structure (WBS).
- Task dependencies and sequencing.
- Gantt charts for scheduling.
- Milestones and deliverables.
- Responsibility assignment matrix (RACI).
- Time estimation techniques: PERT, critical path.

Day 6: Risk Assessment and Contingency Planning

- Risk identification methods: brainstorming, checklists.
- Risk assessment matrix: likelihood vs. impact.
- Risk response strategies: avoid, reduce, transfer, accept.
- Contingency planning process.
- Monitoring and reviewing risks.

- Communicating risk plans to stakeholders.

Day 7: Monitoring, Evaluation, and Control

- Setting up monitoring systems: dashboards, reports.
- Key performance indicators (KPIs) and targets.
- Variance analysis: actual vs. planned.
- Corrective action procedures.
- Performance review meetings.
- Reporting formats and frequency.

Day 8: Communication and Stakeholder Engagement

- Stakeholder identification and analysis.
- Communication plan components: audience, message, channel, frequency.
- Techniques for effective stakeholder engagement.
- Handling resistance and conflict.
- Feedback mechanisms.
- Building buy-in and commitment.

Day 9: Integration and Alignment with Organisational Systems

- Linking operational plans to quality management systems (ISO).
- Health, safety, and environmental considerations.
- Legal and regulatory compliance in planning.
- Integration with performance management.
- Preparing for internal and external audits.
- Continuous improvement processes.

Day 10: Practical Application and Assessment

- Case study: develop an operational plan from start to finish.
- Group presentations and peer feedback.
- Summative assessment: written test and practical demonstration.
- Review of key concepts and skills.
- Creating a personal action plan for workplace implementation.
- Course evaluation and certification.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **13 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 37,600.00	R 37,600.00
1	In-House	R 48,800.00	R 48,800.00
1	On-Campus (Pretoria)	R 56,400.00	R 56,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	21 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	24 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	24 Aug 2026	On-Campus	Mauritius
12 Aug 2026	25 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	26 Aug 2026	On-Campus	Dubai, UAE
14 Aug 2026	27 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	28 Aug 2026	On-Campus	Durban, South Africa
18 Aug 2026	31 Aug 2026	On-Campus	Shenzhen, China

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 118027) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za