



Accredited Africa Training Institute for Capacity Development

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

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COURSE BROCHURE

Operational Plan Development Implementation Evaluation

Business, Commerce and Management Studies / Generic Management

Unit Standard 252032 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to develop, implement, and evaluate an operational plan that aligns with organisational strategy. Participants will learn to translate strategic objectives into actionable operational activities, monitor progress, and make data-driven adjustments to ensure effective execution.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	252032
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Develop an operational plan that aligns with the strategic objectives of the organisation.
- Implement the operational plan by allocating resources and communicating roles and responsibilities.
- Monitor and evaluate the implementation of the operational plan against set performance indicators.
- Identify deviations from the plan and recommend corrective actions.
- Apply relevant legislation, policies, and procedures to operational planning and implementation.
- Demonstrate effective communication and stakeholder engagement during the planning and implementation process.

WHO SHOULD ATTEND

- This course is designed for managers, team leaders, and supervisors responsible for operational planning and execution within their departments or organisations.

COURSE OUTLINE

Day 1: Foundations of Operational Planning

- Introduction to operational planning
- Strategic vs. operational planning
- Components of an operational plan
- Stakeholder identification and engagement
- Legal and regulatory considerations
- Risk assessment basics
- Resource allocation fundamentals
- Case study: Reviewing a sample operational plan

Day 2: Developing the Operational Plan

- Setting SMART objectives
- Action planning: tasks, timelines, milestones
- Budgeting for operational activities
- Resource identification and allocation
- Risk identification and mitigation strategies
- Communication and reporting structures
- Drafting an operational plan document
- Peer review of draft plans

Day 3: Implementing the Operational Plan

- Implementation strategies and rollout
- Performance monitoring: KPIs and dashboards
- Resource management during execution
- Change management principles
- Communication during implementation
- Problem-solving and decision-making
- Recording progress and deviations
- Case study: Successful implementation examples

Day 4: Evaluating Operational Plan Performance

- Evaluation frameworks and models
- Quantitative and qualitative evaluation methods
- Data collection and analysis
- Performance gap analysis
- Root cause analysis for underperformance
- Reporting evaluation findings
- Recommendations for improvement
- Group exercise: Evaluating a sample plan

Day 5: Integration, Review, and Continuous Improvement

- Continuous improvement cycle (Plan-Do-Check-Act)
- Integrating lessons learned
- Updating operational plans based on evaluation
- Stakeholder feedback and engagement
- Portfolio of evidence requirements

- Mock assessment and feedback
- Final Q&A; and wrap-up
- Course evaluation

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 **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa

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 252032) 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.

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