

# **INTEGRATED STRATEGIC and BUSINESS PLANNING**

**Including Risk Management and Performance Monitoring and Reporting**

**Two-Day Workshop Facilitated by  
James Crown, Chief Executive Officer, Knowledge Group Consulting**

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## **Course Objective**

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Strategic Planning — the big picture, the absolute key to corporate governance – essential to the success of your organisation. So why is this all-important planning so often so poorly done? What are the secrets of successful strategic planning? How to keep the plan simple, flexible, practical, and realistic?

This two-day workshop provides step-by-step methodology through Strategic Planning, Work Area Planning (be it department, division, branch, team), Risk Management, and Performance Monitoring and Reporting. This workshop shows you how to create, expand, communicate, and implement a world-class best practice strategic and business plan for your organisation.

The workshop will include a comprehensive workbook on the methodology and tools, templates, models and graphic descriptions. The manual is used during the course and is then a reference guide when you return to your desk.

**At this two-day workshop you will:**

- Understand and use a tested methodology that will step you through the creation of a Strategic Plan, and individual work area Business Plans
- Understand the relationship between Senior Management and Middle Management planning
- Understand the role of Customer Service positions, Core Values, Stakeholder Analysis
- Work with detailed and useful SWOT analysis
- Understand how to identify risks to the success of your plan, and how to mitigate those risks
- Develop 4-to-5 Critical Success Factors, those elements that will determine success or failure
- Develop and define performance measures and targets to record your achievement
- Learn how to write end-state Objectives that are meaningful and provide definitive direction and focus to the organisation
- Learn how to translate Objectives into lower level Goals and how-to Strategies
- Translate Strategy into Action and Job/Task
- Examine alternative planning methods such as Project-Based Business Planning
- Learn how to link performance improvement to the strategy-focused organisation through the Balanced Scorecard
- Develop workshop examples based on your own organisation

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## **Who Should Attend?**

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Senior management and managers who want to improve and enhance their planning performance and management systems and who want to successfully link work area action plans to strategic strategy. Both public and private sector systems and structures will be discussed, with an emphasis on how to, when to, and why you should. The following areas – and team leaders, managers and senior managers within those areas – will benefit from this workshop.

- Strategic planning/Operations planning
- Corporate performance
- Performance measurement/improvement
- Performance reporting
- Financial planning/budgeting
- Strategic analysis
- Project and Project management
- Organisational development/change management
- Policy development
- Enterprise development
- Total quality/quality management
- Human resource planning
- Risk Management