

COURSE OVERVIEW TM0215-4D Effective Business Planning

Course Title

Effective Business Planning

Course Reference

TM0215-4D

Course Duration/Credits

Four days/2.4 CEUs/24 PDHs

Course Date/Venue

Session(s)	Date	Venue
1	February 12-15, 2024	Boardroom, Warwick Hotel Doha, Doha, Qatar
2	April 22-25, 2024	Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE
3	July 15-18, 2024	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
4	October 21-24, 2024	Al Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA

Course Description







This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

This course is designed to provide delegates with detailed and up-to-date overview of effective business planning. It covers the different approaches of busniess plannning processes for different organizations; the forecasting, aim, goals and plans; the organization's mission and goals; allocating resources. activities and finance wiselv: hindrances and challenges; the meaning of success and the steps in planning process; the methods and documents; and the eight key components of any plan and the audience.

During this interactive course, participants will learn the style and emphasising it right; how much detail to sput in the plan and dealing with questions and answers; the financial implications of the plan; the resources and costs implications of the plan and what are the returns from the plan; the probability of success; the principal risks and contingency plans; the sign-off on the plan, planning to successful implementation and involving the implementation team; the change by handling the unexpected, monitoring progress, reacting and adapting; and the action planning to participants' own business plans and budgets.





















Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on effective business planning
- Identify the different approaches of busniess planning processes for different organizations
- Discuss forecasting, aim, goals and plans
- Achieve the organization's mission and goals as well as allocate resources, activities and finance wisely
- Anticipate hindrances and challenges
- Define what we mean by success and illustrate the steps in planning process
- Plan methods and documents and recognize the eight key components of any plan and the audience
- Get the style and emphasise it right
- Discuss how much detail to put in the plan and deal with questions and answers
- Determine the financial implications of the plan including the resources and costs implications of the plan and what are the returns from the plan
- Measure the probability of success and identify the principal risks and contingency plans
- Gett sign-off on the plan, discuss from planning to successful implementation and involve the implementation team
- Adapt to change by handling the unexpected, monitoring progress, reacting and adapting
- Apply action planning to participants' own business plans and budgets

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes electronic version of the course materials conveniently saved in a Tablet PC.

Who Should Attend

This course provides an overview of all significant aspects and considerations of effective business planning for business users, developers, managers, supervisors, business analysts, business people, venture capitalists, bankers and change agents who are in improving business processes and productivity in their organizations.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

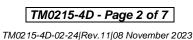




















Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:

The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the ANSI/IACET 2018-1 Standard which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET 2018-1 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award 2.4 CEUs (Continuing Education Units) or 24 PDHs (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.



Haward Technology is accredited by the British Accreditation Council for Independent Further and Higher Education as an International Centre. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Training Methodology

All our Courses are including Hands-on Practical Sessions using equipment, State-ofthe-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% **Practical Workshops & Work Presentations**
- 30% Hands-on Practical Exercises & Case Studies
- Simulators (Hardware & Software) & Videos 20%

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.



















Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Pan Kidis, MBA, BSc, is a Senior Management Consultant with over 30 years of extensive experience in Project Scheduling & Cost Control, Project Planning, Scheduling & Cost Control Professional, Production Planning & Scheduling, Administration Skills, Office Management Skills, Survey Skills, Interviewing Skills, Interpersonal Skills, Communication Skills, Negotiation Skills, Presentation Skills, Manager Skills, Supervisory & Management Skills,

Counselling Skills, Leadership Skills, Office Management, Code of Conduct, Train the Trainer, Logistics & Transportation Planning Methods, Forecasting Logistics Demands, Visual Network Model, Logistics Operations, Strategic Transport Planning, Transport System, Fleet Planning, Routing & Scheduling, Transport Cost Concepts & Elements, Costing Vehicles & Trips, Tariff Fixing, Supply Chain & Operations Management, Logistics & Production Planning, Cost Reduction Techniques, Inventory Management, Business Analysis, Risk Management, Production Management, Warehouse Management, Production Planning, Material Requirement Planning, Budgeting, Production & Shop Floor Scheduling, Cost Analysis, Database Design & Implementation, Business Administration, Production Data Acquisition & Analysis, Industrial Logistics, Process Improvement, Team Leadership & Training, Textile Manufacturing, Staff Reduction, Warehouse and Shipping. Further, he is also well-versed in Cash Flow Management, Decision Making Techniques, Production & Product Inventory Control, Inventory Analysis Tools, Stock Management Techniques, Material Handling, Process Improvement & Equipment Selection, Costing & Budgeting, Wastewater Treatment Plant Monitoring & Control, Volume Tank Measurements, Data Acquisition and Energy Conservation. He is currently the Business Analyst of Diasfalisis Ltd. wherein he is responsible in the design of the proposed business model and develop and evaluate new applications.

Mr. Kidis had occupied several significant positions as the Supply Chain Manager, Production Planning & Logistics Manager, Purchasing Office Manager, Project Manager, Assistant Dyeing Manager, Production Supervisor, Production Coordinator and Design & Analysis Intern for various international companies such as the Hellenic Fabrics, AKZO Chemicals Ltd. and EKO Refinery and Greek Navy Force.

Mr. Kidis has a Master's degree in Business Administration from the University of Kent, UK and a Bachelor's degree in Chemical Engineering from the Aristotle University of Thessaloniki, Greece. Further, he is a Certified Instructor/Trainer, a Certified Internal Verifier/Assessor/Trainer by the Institute of Leadership & Management (ILM) and has delivered numerous trainings, courses, workshops, seminars and conferences internationally.



















Course Fee

Doha	US\$ 5,500 per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.	
Abu Dhabi	US\$ 4,500 per Delegate + VAT . This rate includes H-STK [®] (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.	
Dubai	US\$ 4,500 per Delegate + VAT . This rate includes H-STK [®] (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.	
Al Khobar	US\$ 4,500 per Delegate + VAT . This rate includes H-STK [®] (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.	

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

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0730 - 0800	Registration & Coffee	
0800 - 0815	Welcome & Introduction	
0815 - 0830	PRE-TEST	
0830 - 0930	Business Planning Processes	
0030 - 0930	Different Approaches for Different Organizations	
0930 - 0945	Break	
0945 -1130	Business Planning Processes (cont'd)	
0943 -1130	Forecasting, Aims, Goals & Plans	
	Why Plan?	
1130 - 1230	Achieving the Organization's Mission & Goals • Allocating Resources,	
	Activities & Finances Wisely	
1230 - 1245	Break	
1245 – 1420	Why Plan? (cont'd)	
1243 - 1420	Anticipating Hindrances & Challenges	
1420 - 1430	Recap	
1430	Lunch & End of Day One	

Day 2

0730 - 0930	Some Planning Concepts	
	Defining what we Mean by Success • The Steps in a Planning Process	
0930 - 0945	Break	
0945 – 1130	Some Planning Concepts (cont'd)	
	Planning Methods & Documents	
1130 – 1230	The Contents of a Planning Document	
	Eight key Components of Any Plan • Who are the Audiences?	
1230 - 1245	Break	
1245 – 1420	The Contents of a Planning Document (cont'd)	
	Getting the Style & the Emphasis Right	
1420 - 1430	Recap	
1430	Lunch & End of Day Two	















Day 3

	Presenting Your Plan	
0730 - 0930	How much Detail to Put in the Plan • Dealing with Questions & Answers •	
	About the Underlying Assumptions	
0930 - 0945	Break	
0945 – 1130	The Financial Implications of the Plan	
	Understanding the Resource & Costs Implications of the Plan	
1130 – 1230	The Financial Implications of the Plan (cont'd)	
	What are the Returns from the Plan? • Measuring the Probability of Success	
1230 - 1245	Break	
1245 – 1420	Risks & Contingencies	
	The Principal Risks & Contingency Plans	
1420 - 1430	Recap	
1430	Lunch & End of Day Three	

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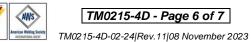
Day 4		
0730 - 0930	From Plans to Successful Implementation	
0020 0045	Getting Sign-Off on the Plan • From Planning to Successful Implementation	
0930 - 0945	Break	
0945 -1130	From Plans to Successful Implementation (cont'd)	
0943 -1130	Involving the Implementation Team	
1130 - 1230	Adapting to Change	
1130 - 1230	Handling the Unexpected • Monitoring Progress • Reacting and Adapting	
1230 - 1245	Break	
1245 – 1345	Action Planning	
1245 - 1545	Participants' own Business Plans & Budgets	
1345 - 1400	Course Conclusion	
1400 – 1415	POST-TEST	
1415 - 1430	Presentation of Course Certificates	
1430	Lunch & End of Course	



















Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

Jaryl Castillo, Tel: +974 4423 1327, Email: jaryl@haward.org











