

## 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 business planning processes for different organizations; the forecasting, aim, goals and plans; the organization's mission and goals; allocating resources, activities and finance wisely; the 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 emphasizing 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 business 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
- Get 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 "Howard 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:

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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.

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British Accreditation Council (BAC)

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-of-the-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
- 20% Simulators (Hardware & Software) & Videos

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

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

#### Day 2

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

### Day 3

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

### Day 4

0730 – 0930	<b>From Plans to Successful Implementation</b> <i>Getting Sign-Off on the Plan • From Planning to Successful Implementation</i>
0930 – 0945	Break
0945 -1130	<b>From Plans to Successful Implementation (cont'd)</b> <i>Involving the Implementation Team</i>
1130 - 1230	<b>Adapting to Change</b> <i>Handling the Unexpected • Monitoring Progress • Reacting and Adapting</i>
1230 – 1245	Break
1245 – 1345	<b>Action Planning</b> <i>Participants' own Business Plans &amp; Budgets</i>
1345 - 1400	<b>Course Conclusion</b>
1400 – 1415	<b>POST-TEST</b>
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**

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