

Writing the Service/Business Plan

This programme has been written to support managers and key members of staff whose role will involve the development of a business or service plan.

This session covers the principles of business plan writing using the in-house structure and can be run as a whole day or part day depending on need.

Programme objectives

By the end of this programme, delegates will be able to:

1. Explain what a service plan is – and the benefits of having a comprehensive and clear document
2. Describe the key headings within the plan
3. Write a full plan using the specific techniques covered
4. Write clear and measurable objectives
5. Review and edit the document.

Further information

The programme is highly participative and is built around the in-house plan. During the full day session, a complete Service Plan can be constructed.

Duration: Half day overview of the principles or one day comprehensive programme which includes the production of a draft plan