

## HR NEWS

**Do you have an annual plan in place for how your business is going to grow over the next year?**

Any business, no matter what the size, should have a strategic plan and an annual operating plan (AOP). Often more time will be spent on the strategic planning and the AOP may be forgotten.

An annual operation plan is basically a detailed list of events and responsibilities that need to be done correctly in order to achieve the goals and objectives formulated in the strategic plan.

Having an operation plan ensures that all employees know their responsibilities and are able to coordinate their own efforts with other employees to accomplish a task. In addition, it allows managers to track the progress of the plan and whether or not it will finish on time.

There are some essential components to an annual operating plan:

It should be constructed in a way that it works synergistically with the overall strategic plan. While the immediate objectives will differ, the end goals for both plans should be the same.

It should more or less serve as guidelines with the right amount of detail. The details, however, should not be so detailed that it becomes too overwhelming and constricts innovative ways to achieve goals.

Have periodic reports on progress that shows how much progress has been made in achieving benchmarks and objectives.

With a good operational plan in place for your business, you'll find it's much easier to achieve your strategic goals. Make sure that everyone in your organisation knows what is in the plan and their role to help achieve it.

If you need any support with this or with any other HR related activities then please do get in touch.

### HR SERVICES

### COVID

I think it's safe to say we all thought COVID would no longer be with us at this point, but unfortunately it is.

The guidelines changed in relation to Facemasks on 27<sup>th</sup> January 2022 – **are you keeping up to date?**

Find the latest guidelines [HERE](#).

## Extra Discount??

We have kicked off 2022 with a great start for our training courses and love reading our reviews.

Our next Paediatric First Aid – Blended course is on 19<sup>th</sup> February. If you need to book a course and this date works for you, quote **FEBNEWS** for an **extra 5%** discount on top of your member discount!

**BOOK NOW**

*Sprouts are feeling the love  
this month*

*Keep a look out for our  
latest*

*Giveaway*



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Awareness Days

Download...



HR Year Checklist

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