



Pro-Active College™
FREEDOM THROUGH KNOWLEDGE

ANNUAL PERFORMANCE PLANS (APPs)

This specialised workshop is designed to capacitate public servants with the knowledge and skills to develop and implement practical, workable Annual Performance Plans that are linked with the organisation's overall strategic plan and appropriately funded in the budget.

The workshop will firstly embed the 'WHAT' of APPs and then focus extensively on the practical 'HOW' thereof.

Benefits:

The benefits of this specialised workshop include:

- improved competence to develop, finalise and utilise APPs or detailed sectional operational plans as supported by appropriately funded associated budgets; and
- the ability to contribute to the achievement of the organisation constitutional mandate, strategic vision, mission, goals and objectives.

TARGET GROUP

This specialised workshop is designed for the public sector and is aimed at:

- APP practitioners - public servants who are responsible for the development and implementation of their sectional APPs;
- other public servants who need to properly understand the APP development and implementation process in order to enhance their own performance in terms of their relevant APP; and
- external parties to government organisations (e.g. external auditors) who wish to properly understand the APP development and implementation process.

ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

Contact Us

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OUTCOMES

On completion of this specialised workshop, learners will be able to:

- understand the relationship between legislation, plans and budgets;
- understand the link between APPs and the organisation's constitutional mandate, strategic vision, mission, goals and objectives;
- use the organisation's strategic plan to develop informed APPs (with special emphasis on the development of operational goals and objectives);
- use the APP to ensure that daily operational performance is aligned with the approved APP;
- make appropriate adjustments to operational performance resulting from changing circumstances and/or outputs resulting from the in-year APP monitoring and reporting process;
- develop appropriate operational budgets in providing funding for the resources required as per the specified APP workplace activities; and
- identify and use the appropriate planning and budgeting documents.

ENTRY REQUIREMENTS

It is assumed that learners accessing this specialised workshop are competent in:

- communication (NQF level 4); and
- mathematical literacy (NQF level 4).

A working knowledge of, and some practical workplace experience in, a government organisation will be an added advantage.

DURATION

Three day contact session.

FORMATIVE ASSESSMENT

Consisting of classroom activities on which the facilitator will give feedback.

In order to receive a certificate of attendance, the learner must attend all three days of the specialised workshop.

Workshop Outline

Learning Unit One An Overview of the APP Process

- From the constitutional mandate to the performance review

Learning Unit Two Constitutional Mandate

- What it is
- How it informs the strategic planning process

Learning Unit Three Strategic Planning Process

- Strategic planning defined
- Summary of the process
- Overview of the core elements of the strategic plan
- How the strategic plan informs the APP and detailed sectional plans

Learning Unit Four APPs and Detailed Sectional Plans

- What it is
- APPs within the context of the government-wide monitoring and evaluation system
- APPs within the context of other broader plans, policies, projects and programmes, including long term infrastructure and development proposals
- Core elements of APPs
- Suggested format of APPs
- APP planning timeframes and processes
- Role of APPs in the budget process in relation to government's broader policy, planning and prioritisation processes and with regard to legislation, policies and programmes
- Costing of APP activities in developing a linked budget (annual and Medium Term Expenditure Framework)
- Documenting an APP
- Practically developing an APP from zero-base

Learning Unit Five Performance Management and Review

- What it is and why it is necessary
- Core components
 - Annual budget and Medium Term Expenditure Framework
 - Quarterly performance reports
 - Annual reports
 - Performance agreements
 - End-term reviews