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COURSE BROCHURE

# Unit Optimisation Planning and Effort Reallocation Training Course

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Dar es Salaam

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Registered in the United Kingdom and Saudi Arabia

# Unit Optimisation Planning and Effort Reallocation Training Course

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Unit Optimisation Planning and Effort Reallocation is a 1-week training course for department heads and planning officers, and it leads each participant to a unit optimisation plan ready for their director. Organisations are asking every unit to deliver more of the strategy without matching growth in headcount, so effort must move to where it counts. Jupiter Prime Training offers this course on unit optimisation planning and effort reallocation.

## Why Unit Optimisation Planning and Effort Reallocation Matters Now

Three forces press on unit leaders at once. Strategy offices now cascade objectives down to each department and expect visible contribution. Finance teams hold budgets flat while service demand rises. Staff notice when hours go on routines nobody questions. A unit that reviews where its effort goes, ties each activity to a strategic objective and shifts capacity deliberately earns credibility with leadership and keeps good people engaged. A unit that only adds tasks drifts into overload and missed targets.

## Who Gains Most from Unit Optimisation Planning and Effort Reallocation

- Department leaders accountable for the results and resourcing of a whole unit
- Planning officers who translate corporate objectives into unit targets and activity lists
- Section leads who schedule staff time and approve recurring tasks
- Performance coordinators who prepare monthly and quarterly progress reports
- Budget holders who must justify spending against measurable contribution

A department that sends its head, its planning officer and one or two section leads together gains most, since inventory, targets and reallocation choices then share one picture of the unit.

## Unit Optimisation Planning and Effort Reallocation Capabilities

Participants learn to see a unit as a portfolio of activities competing for limited capacity, and to rebalance that portfolio with evidence.

- Map every recurring activity and its share of staff time — unit leadership decisions
- Assess improvement opportunities by contribution and effort — director briefings
- Align unit activities with the objectives of the corporate strategy — strategy office
- Set unit targets with baselines, thresholds and owners — performance coordinators
- Weigh stop, shrink, keep and grow options for each activity — budget holders
- Build a reallocation case with staff and service impacts — senior approval

## Key Unit Optimisation Planning and Effort Reallocation Terms

- Activity inventory — a list of every recurring task a unit performs and the staff hours it consumes.
- Contribution score — a rating of how strongly an activity advances a stated strategic objective.
- Line of sight — the visible link from an individual task to a unit target and on to a corporate objective.
- Baseline — the measured level of performance before a change.
- Capacity release — staff hours freed by stopping or simplifying an activity, available for redeployment.
- Reallocation case — a short argument showing which effort moves where, why, and with what effect on service.

## Unit Optimisation Planning and Effort Reallocation Day by Day

### Day 1: The Unit in Its Strategic Context

- Corporate Objectives Cascade — What the Unit Is Expected to Deliver
- Stakeholder Expectations Map — Internal Customers, Leadership and Staff Priorities
- Unit Mandate Statement — Boundaries of What the Unit Should Do
- Demand and Capacity Snapshot — Where Pressure on the Unit Comes From
- Line of Sight Diagram — Linking Tasks to Strategic Objectives

### Day 2: Finding Improvement Opportunities

- Activity Inventory and Time Sampling — True Distribution of Staff Hours
- Contribution Versus Effort Grid — Spotting Low-Yield Routines
- Process Walk-Through and Waste Spotting — Delays, Rework and Duplication
- Root Cause Questioning — Why Recurring Problems Keep Returning
- Opportunity Long List — Candidates Ranked by Contribution and Ease

### Day 3: Targets and Measures for the Unit

- Baseline Measurement — Starting Points for Each Priority Activity
- Target Setting with Thresholds — Stretch Levels That Staff Accept
- Leading and Lagging Measures — Early Signals Versus Final Results
- Measure Definition Sheets — Owners, Sources and Reporting Frequency
- Unit Performance Dashboard Layout — What Leadership Sees Each Month

### Day 4: Reviewing Performance and Moving Effort

- Monthly Performance Review Agenda — Decisions Rather Than Status Updates
- Variance Explanation Notes — Separating Noise from Real Shifts
- Stop, Shrink, Keep, Grow Sorting — Choices for Each Activity
- Capacity Release Calculation — Hours Freed for Redeployment
- Staff Consultation and Role Adjustment — Fair Handling of Changing Duties

## Day 5: Practising the Unit Optimisation Plan

- Line of Sight Check on the Opportunity Long List — Applying Strategic Alignment
- Targets and Dashboard for Chosen Opportunities — Applying Measure Definitions
- Reallocation Case Drafting — Applying Capacity Release Figures
- Peer Challenge Panel — Testing Assumptions Before Senior Review
- Completing the Unit Optimisation Plan — Director Sign-Off and Launch

## Applying Unit Optimisation Planning and Effort Reallocation After the Course

- Run a two-week time sample across the unit and build its activity inventory with contribution scores.
- Convert the next monthly meeting into a performance review that ends with at least one stop or shrink decision.

## Unit Optimisation Planning and Effort Reallocation Questions FAQ

### What is unit optimisation planning and effort reallocation, and why does it matter now?

It is the practice of reviewing where a unit spends its capacity, linking each activity to strategy and moving effort toward higher contribution. It matters now because units face rising demand with flat resources and visible strategic targets.

### Which roles gain most from unit optimisation planning and effort reallocation?

Department heads and planning officers gain most. Each of them decides or reports on how staff time and budget are used across the unit.

### How does unit optimisation planning and effort reallocation differ from a corporate strategic planning course?

It works at unit level rather than organisation level. A corporate strategic planning course sets direction for the whole organisation, while this subject takes that direction as given and rebalances one unit's activities, targets and staff hours to serve it.

### What do you bring back from unit optimisation planning and effort reallocation?

You bring back a unit optimisation plan for your own department. It includes an activity inventory, ranked opportunities, unit targets with baselines and a reallocation case.

## Unit Optimisation Planning and Effort Reallocation: The Way Forward

The unit optimisation plan first informs which activities stop or shrink so that capacity can move to priority work. Department heads use it to brief directors, planning officers use its targets in monthly reporting, and section leads use it to reshape rosters. After the first quarter, revisit the contribution scores, since the strategy and demand may have shifted.