

# Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

## Writing A Business Plan

### Course Overview

This two-day course is designed for business owners and entrepreneurs who are ready to create a business plan. All the essential steps are covered, including drafting the original document; identifying the audience; gathering information; researching; describing product plans; and marketing, sales, and accounting terms. Delegates will come away from the course energized and prepared to write their business plan.

### Course Objectives

This two-day workshop will teach delegates how to:

- Research and analyze the individual components needed for a business plan.
- Apply skills to create a business plan for different audiences, including investors, banks, and other stakeholders.
- Explain the purpose and future of their business in easy to understand terms.
- Use accounting terms to describe the future for their business.
- Describe their marketing, sales, and planning strategies.

### Prerequisite

There are no prerequisites.

### Target

This course is for any person who is part of the business development or strategy team. A business plan is critical to the future of any business and helps people think about areas which they previously would not have thought of.

### Duration

- 2 Days



## Course Outline

### What is a Business Plan For?

To begin the course, delegates will consider the purpose of a business plan as well as supporting plans.

### A General Business Plan Framework

This session will take a closer look at the components of a business plan. Delegates will also review their pre-assignment, which asked them to identify the fundamental elements of their business: the company's values, vision, and mission.

### Identifying Your Audience

Next, delegates will learn how to identify their audience. Participants will discuss some basic writing rules and explore how to use them to connect with the audience.

### Gathering and Analyzing Information

In this session, delegates will learn how to gather, read, and analyse information for their business plan.

### Defining Your Company

This session focuses on the business elements that need to be defined in the business plan, including the USP (Unique Selling Proposition), company description, product and service descriptions, market analysis, and operations plan.

### Getting to Work

At the end of the first day, delegates will have an opportunity to start working on their business plan.

### Creating a Marketing Strategy

The second day of the course will focus on the elements of a marketing strategy, including competitive analysis, distribution channel analysis, marketing plans, and social media.

### Creating the Sales Plan

Next, delegates will learn about building their sales force and the sales cycle.

### Developing Financial Projections

This session will introduce delegates to accounting terminology, generally accepted accounting principles, and financial reports. Delegates will also learn how to bring everything together to create financial projections.

### Putting It All Together

The final portion of the course will cover writing the executive summary, making a strong presentation, and putting the finishing touches on the plan. Delegates will also have some time to work on their own business plan.