



MICT SETA accredited ACC/2011/07/066 Est. October 2003

## College Africa Group – Writing a Business Plan

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. Students will come away from the course energised and prepared to write their business plan.

This two-day workshop will help you teach participants how to:

- Research and analyse 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

### **What is a Business Plan For?**

To begin the course, participants 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. Participants 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, participants will learn how to identify their audience. We will also share some basic writing rules and explore how to use them to connect with the audience.

### **Gathering and Analysing Information**

In this session, participants 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, participants 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, participants will learn about building their sales force and the sales cycle.

## **Developing Financial Projections**

This session will introduce participants to accounting terminology, generally accepted accounting principles, and financial reports. Participants 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. Participants will also have some time to work on their own business plan.

### **Contact**

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