

## *Failing to plan is planning to fail!*

As busy executives it is difficult to manage operations and strategically plan at the same time. We offer world class facilitator services to assist organisations during the strategic planning process.

We believe that there are a variety of ways and methods to conduct strategic planning. Our clients have their own unique situation and unique requirements. Our clients range from small not-for-profit and entrepreneurial companies to large established companies. Our facilitators assist clients to articulate their needs and to guide them on the appropriate tools and techniques to achieving the best results.



Our services include:

- Creating Vision and Mission Statements
- Doing an Environmental Scan
- Completing a SWOT Analysis
- Setting Goals and Objectives
- Action Planning

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# Strategic Facilitation

## Our 6 Step PPFacilitate Methodology used when conducting Programme & Project Facilitation



- ✓ **Confirm Scope and Sign Contract:** We confirm and finalise the Strategic Planning Facilitation Scope, the execution approach, requirements and timelines for the facilitation. Facilitation delivery contracts are prepared and signed by both parties.
- ✓ **Facilitation Planning:** Our methodology ensures that all parties are prepared in advance for the strategic planning session. We meet with key stakeholders to get a thorough understanding of the environment and objectives for the strategic planning workshop. A Strategic Planning Facilitation plan is articulated and all documentation is signed-off by the client and PM Academy.
- ✓ **Conduct Facilitation:** Based on our 6 step PPFacilitate methodology the Strategic Planning sessions are facilitated with the identified programme or project stakeholders. The sessions are conducted using a variety of tools and techniques obtaining the maximum participation from attendees and keeping the sessions focussed on delivering on the objectives.
- ✓ **Compile Draft Documents:** We formalise the required documents and ensure that all requirements are adhered to.
- ✓ **Agree Draft Report:** The draft Strategic Planning documentation is distributed, presented, discussed and agreed with management and stakeholders. This confirms relevance, accuracy and ensures strategic buy-it.
- ✓ **Handover and Closure:** The final Strategic Planning documentation is formally handed over to the client. The assignment is formally closed.

## About PM Academy

PM Academy South Africa was established in 2005 and expanded their service offerings to Botswana by establishing a Botswana company in 2016. The strategic vision is to provide world class professional project management training, consulting and recruitment to the local and international markets.

PM Academy has a wealth of experience and we have successfully completed projects, training and recruitment throughout Africa.

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