



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Facilitator Skills For Learning And Development Practitioners Training

Education, Training and Development / Adult Learning

Unit Standard 110055 · NQF Level 4 · 14 Credits · 11 Days

COURSE OVERVIEW

This course equips learning and development practitioners with the essential skills to effectively facilitate training sessions in a variety of workplace settings. Participants will learn how to plan, deliver, and evaluate training interventions that promote active learning and skills transfer, aligned with SAQA unit standard 110055.

Category	Education, Training and Development
Subfield	Adult Learning
Unit Standard	110055
Accreditation	SAQA Accredited · NQF Level 4 · 14 Credits
Duration	11 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply facilitation techniques to create an inclusive and engaging learning environment.
- Design and plan training sessions that meet identified learning outcomes and participant needs.
- Demonstrate effective communication and questioning skills to encourage participation and clarify content.
- Evaluate the effectiveness of training sessions and adjust facilitation strategies accordingly.
- Implement strategies to manage group dynamics and address challenges during training.
- Analyze the role of feedback in enhancing learning and apply methods for providing constructive feedback.

WHO SHOULD ATTEND

- This course is designed for learning and development practitioners, trainers, facilitators, and anyone responsible for delivering training in a corporate or educational environment.

COURSE OUTLINE

Day 1: Introduction to Facilitation and the SAQA Context

- Overview of the course and learning outcomes.
- The South African Qualifications Authority (SAQA) and the National Qualifications Framework (NQF).
- Unit standards and their role in learning programmes.
- Defining facilitation vs. teaching vs. training.
- Ethical and professional conduct for facilitators.

Day 2: Adult Learning Principles and Learning Styles

- Andragogy: assumptions about adult learners.
- Learning styles: visual, auditory, kinesthetic, reading/writing.
- Multiple intelligences theory.
- Creating a learner-centred environment.
- Motivation and engagement strategies for adults.

Day 3: Preparing for Facilitation – Needs Analysis and Session Planning

- Steps in training needs analysis.
- Writing learning outcomes and objectives.
- Structuring a session plan: introduction, body, conclusion.
- Selecting and adapting learning materials.
- Time management and sequencing of activities.

Day 4: Facilitation Techniques and Methods

- Interactive facilitation methods: discussions, case studies, role-plays.
- Questioning techniques: open, closed, probing, reflective.
- Giving and receiving constructive feedback.
- Handling difficult participants and conflicts.
- Encouraging participation and managing time.

Day 5: Communication and Presentation Skills

- Verbal and non-verbal communication.
- Active listening and paraphrasing.
- Using voice, tone, and body language.
- Visual aids and presentation tools.
- Overcoming communication barriers.

Day 6: Assessment Principles and Practices

- Purpose of assessment in outcomes-based education.
- Types of assessment: diagnostic, formative, summative.
- Assessment methods: observation, portfolios, tests, assignments.
- Developing assessment criteria and rubrics.
- Recording and reporting assessment results.

Day 7: Learning Environment and Resource Management

- Physical environment: seating, lighting, equipment.
- Virtual facilitation platforms and tools.
- Managing learning materials and handouts.
- Health and safety regulations in training venues.

- Inclusivity and accessibility for learners with special needs.

Day 8: Group Facilitation and Team Dynamics

- Stages of group development: forming, storming, norming, performing, adjourning.
- Techniques for facilitating group discussions and brainstorming.
- Dealing with dominant and quiet participants.
- Conflict resolution strategies.
- Building a positive group culture.

Day 9: Evaluation of Learning and Facilitation

- Kirkpatrick's four levels of evaluation.
- Collecting and analysing learner feedback.
- Self-reflection and peer observation.
- Identifying areas for professional development.
- Reporting on training effectiveness.

Day 10: Diversity and Inclusivity in Facilitation

- Understanding diversity: culture, language, gender, disability.
- Culturally responsive facilitation strategies.
- Language considerations and use of interpreters.
- Addressing barriers to learning.
- Legislation: Employment Equity Act, Skills Development Act.

Day 11: Integration, Portfolio Building, and Certification

- Review of key concepts and skills.
- Portfolio requirements and evidence collection.
- Mock assessment and feedback.
- Action planning for continued professional development.
- Course evaluation and certification process.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **14 NQF credits at NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 38,400.00	R 38,400.00
1	In-House	R 49,900.00	R 49,900.00
1	On-Campus (Pretoria)	R 57,600.00	R 57,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
18 Jun 2026	02 Jul 2026	On-Campus	Nairobi, Kenya
18 Jun 2026	02 Jul 2026	On-Campus	Blantyre, Malawi
19 Jun 2026	03 Jul 2026	In-House	–
22 Jun 2026	06 Jul 2026	On-Campus	Nairobi, Kenya
23 Jun 2026	07 Jul 2026	In-House	–
24 Jun 2026	08 Jul 2026	On-Campus	Mbabane, Eswatini
25 Jun 2026	09 Jul 2026	On-Campus	Maseru, Lesotho
26 Jun 2026	10 Jul 2026	On-Campus	Mombasa, Kenya

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

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