



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

Facilitation Planning For Learning And Development Training

Education, Training and Development / Adult Learning

Unit Standard 110062 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the skills to plan and prepare for effective facilitation of learning and development interventions. It covers the identification of learner needs, design of facilitation plans, and selection of appropriate resources, ensuring alignment with organisational and SAQA requirements.

Category	Education, Training and Development
Subfield	Adult Learning
Unit Standard	110062
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyse the learning needs of a target group to inform facilitation planning.
- Design a facilitation plan that includes objectives, activities, resources, and assessment methods.
- Select and adapt learning materials and resources to suit diverse learner contexts.
- Evaluate the effectiveness of a facilitation plan against learning outcomes.
- Implement strategies to manage group dynamics and create an inclusive learning environment.
- Demonstrate understanding of ethical and legal considerations in facilitation planning.

WHO SHOULD ATTEND

- This course is designed for trainers, facilitators, and learning and development practitioners who are responsible for planning and delivering training interventions in corporate or educational settings.

COURSE OUTLINE

Day 1: Introduction to Facilitation Planning for Learning and Development

- Overview of facilitation planning and its importance.
- Roles and responsibilities of a facilitator.
- Key components of a learning programme: outcomes, content, methods, assessment.
- Principles of adult learning (andragogy).
- Learning styles and preferences.
- Introduction to the unit standard 110062.
- Setting the context: SAQA and NQF frameworks.
- Ethical considerations in facilitation.

Day 2: Analysing Learning Needs and Setting Outcomes

- Methods for learning needs analysis: surveys, interviews, observations.
- Identifying target audience characteristics.
- Writing SMART learning outcomes.
- Bloom's taxonomy for cognitive, affective, and psychomotor domains.
- Mapping outcomes to unit standard requirements.
- Linking outcomes to assessment criteria.
- Practical exercise: drafting outcomes for a sample programme.

Day 3: Designing Learning Content and Activities

- Sequencing content: from simple to complex.
- Facilitation methods: lectures, discussions, case studies, role plays, simulations.
- Developing learning materials: handouts, slides, job aids.
- Incorporating technology: e-learning, virtual classrooms.
- Active learning techniques: think-pair-share, brainstorming, group work.
- Time management for sessions.
- Practical: designing a 1-hour learning activity.

Day 4: Assessment Planning and Integration

- Types of assessment: diagnostic, formative, summative.
- Principles of assessment: fairness, validity, reliability.
- Developing assessment tools: observation checklists, written tests, portfolios.
- Rubric design for performance assessments.
- Moderation and quality assurance processes.
- Feedback strategies for learners.
- Practical: creating an assessment plan for a module.

Day 5: Facilitation Techniques and Group Dynamics

- Facilitation styles: directive, facilitative, collaborative.
- Managing group dynamics: forming, storming, norming, performing.
- Techniques for engaging different learning styles.
- Handling difficult participants: strategies and interventions.
- Inclusive facilitation: accommodating disabilities, cultural diversity.
- Questioning techniques: open-ended, probing, clarifying.
- Active listening and paraphrasing.
- Practical: role-play facilitation scenarios.

Day 6: Developing a Comprehensive Facilitation Plan

- Components of a facilitation plan: outcomes, content, methods, assessment, resources.
- Creating session plans with time allocations.
- Resource planning: venue, equipment, materials.
- Contingency planning for unexpected events.
- Documenting the plan: templates and formats.
- Presenting the plan for feedback.
- Practical: drafting a full facilitation plan for a 1-day workshop.

Day 7: Review, Evaluation, and Continuous Improvement

- Evaluation models: Kirkpatrick's four levels.
- Collecting feedback: surveys, interviews, observation.
- Analysing evaluation data to improve future plans.
- Reflective practice: journaling, peer review.
- Professional development for facilitators.
- Preparing for summative assessment: portfolio evidence.
- Course wrap-up and action planning.
- Final assessment preparation.

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	13 Aug 2026	On-Campus	Mauritius
06 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	14 Aug 2026	On-Campus	Lagos, Nigeria
07 Aug 2026	17 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Abu Dhabi, UAE

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

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 110062) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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