



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

Local Economic Development Meeting Participation And Information Facilitation Training

Business, Commerce and Management Studies / Finance, Economics and Accounting

Unit Standard 110484 · NQF Level 4 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips participants with the skills to effectively participate in local economic development (LED) meetings and facilitate the flow of information among stakeholders. It focuses on understanding LED frameworks, engaging in collaborative decision-making, and disseminating information to support community and economic growth.

Category	Business, Commerce and Management Studies
Subfield	Finance, Economics and Accounting
Unit Standard	110484
Accreditation	SAQA Accredited · NQF Level 4 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate understanding of local economic development concepts, principles, and legislative frameworks.
- Apply effective communication and facilitation techniques to ensure productive LED meetings.
- Analyze information needs of stakeholders and facilitate the dissemination of relevant data.
- Evaluate the outcomes of LED meetings and contribute to action planning and implementation.
- Implement strategies to promote inclusive participation and consensus-building in LED processes.

WHO SHOULD ATTEND

- This course is designed for local government officials, community development practitioners, economic development officers, and any stakeholders involved in LED initiatives who need to enhance their meeting participation and information facilitation skills.

COURSE OUTLINE

Day 1: Foundations of Local Economic Development and Meeting Participation

- Overview of Local Economic Development: definitions, goals, and legislative framework
- Key stakeholders in LED: government, private sector, community, and NGOs
- Meeting structures and protocols for LED forums
- Preparing for meetings: agendas, documentation, and role clarification
- Effective communication and active listening techniques
- Introduction to information facilitation: gathering, organising, and disseminating information

Day 2: Advanced Meeting Participation and Information Facilitation Techniques

- Techniques for contributing to discussions: questioning, summarising, and proposing
- Facilitation skills for inclusive participation and consensus building
- Conflict resolution and negotiation in LED contexts
- Information management: note-taking, minute writing, and action tracking
- Using technology for information dissemination (e.g., online platforms, databases)
- Ethical considerations and confidentiality in information handling

Day 3: Practical Integration and Action Planning

- Simulated LED meeting: roles, agenda, and facilitation
- Group exercise: analysing LED challenges and proposing solutions
- Creating a personal action plan for continuous improvement
- Assessment of information facilitation techniques
- Course review and feedback

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 **6 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	06 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	06 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Dubai, 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 110484) 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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