



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

Workshop Facilitation Skills For Local Economic Development Training

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

Unit Standard 110525 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips participants with the skills to design and facilitate effective workshops that support local economic development (LED) initiatives. Participants will learn to engage diverse stakeholders, manage group dynamics, and apply facilitation techniques to drive collaborative problem-solving and strategic planning for economic growth in local communities.

Category	Business, Commerce and Management Studies
Subfield	Finance, Economics and Accounting
Unit Standard	110525
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply facilitation techniques to manage group dynamics and ensure inclusive participation in LED workshops.
- Analyze local economic development contexts to tailor workshop content and methods appropriately.
- Design workshop agendas and activities that align with LED objectives and stakeholder needs.
- Implement strategies to handle challenging behaviors and maintain productive workshop environments.
- Evaluate workshop outcomes and gather feedback to continuously improve facilitation practice.
- Demonstrate effective communication and questioning skills to stimulate discussion and consensus-building.

WHO SHOULD ATTEND

- This course is designed for LED practitioners, economic development officers, community development workers, and project managers who are responsible for facilitating workshops aimed at promoting local economic growth and stakeholder engagement.

COURSE OUTLINE

Day 1: Foundations of Workshop Facilitation for LED

- Introduction to LED and the role of workshops
- Principles of adult learning (andragogy)
- Facilitator vs. trainer: roles and competencies
- Creating a conducive learning environment
- Overview of participatory facilitation techniques
- Ethical considerations and confidentiality
- Understanding stakeholder diversity in LED

Day 2: Planning and Designing Participatory Workshops

- Setting SMART objectives for LED workshops
- Participatory tools: brainstorming, World Café, fishbowl, etc.
- Designing session plans with time allocation
- Selecting methods for different learning styles
- Preparing visual aids and handouts
- Logistics: venue, equipment, catering
- Risk management and contingency planning

Day 3: Facilitation Techniques and Group Dynamics

- Core facilitation skills: paraphrasing, summarising, questioning
- Managing group dynamics: roles, norms, stages of group development
- Handling difficult participants: techniques and strategies
- Encouraging participation: icebreakers, energisers, small groups
- Non-verbal communication and body language
- Conflict resolution in workshop settings
- Adapting on the fly: flexibility and responsiveness

Day 4: LED-Specific Facilitation Applications

- Facilitating stakeholder mapping and analysis
- Participatory visioning and scenario planning
- Value chain analysis workshops
- Local procurement and enterprise development facilitation
- Building multi-stakeholder partnerships
- Incorporating M&E: feedback loops and reflection
- Handling conflict and power dynamics in LED contexts

Day 5: Advanced Facilitation, Assessment, and Action Planning

- Participatory evaluation methods: plus/delta, dot voting, etc.
- Giving and receiving feedback
- Reflective practice and continuous improvement
- Creating a facilitation toolkit for LED
- Mini-workshop facilitation by participants (practical assessment)
- Peer and trainer feedback on facilitation
- Action planning for applying skills in real LED contexts

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 **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
03 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Mauritius
03 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa

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 110525) 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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