



## 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

# Direct Supervision Skills For Team Leaders Training

Law, Military Science and Security / Safety in Society

Unit Standard 114041 · NQF Level 4 · 4 Credits · 1 Day

## COURSE OVERVIEW

This course equips team leaders with the practical skills needed to directly supervise teams effectively in a South African workplace context. Participants will learn to set clear performance expectations, provide constructive feedback, manage team dynamics, and ensure compliance with organisational policies. The course bridges the gap between technical expertise and people management, fostering a productive and motivated team environment.

|                 |                                           |
|-----------------|-------------------------------------------|
| Category        | Law, Military Science and Security        |
| Subfield        | Safety in Society                         |
| Unit Standard   | 114041                                    |
| Accreditation   | SAQA Accredited · NQF Level 4 · 4 Credits |
| Duration        | 1 day                                     |
| Training Method | Online, On-Campus, In-House               |
| Certificate     | Issued via AATICD LMS – verifiable online |

## LEARNING OUTCOMES

- Demonstrate effective communication techniques to convey expectations and provide feedback to team members.
- Apply performance management principles to set goals, monitor progress, and conduct performance reviews.
- Analyze team dynamics and implement strategies to resolve conflicts and promote collaboration.
- Implement coaching and mentoring approaches to develop individual team members' skills.
- Evaluate compliance with organisational policies and procedures, and take corrective action when needed.
- Design a personal action plan to enhance own supervisory competence and team performance.

## WHO SHOULD ATTEND

- This programme is designed for newly appointed or aspiring team leaders, supervisors, and section heads who oversee small to medium-sized teams.
- It is also suitable for experienced managers seeking to refresh their direct supervision skills.

## COURSE OUTLINE

### Day 1: Core Direct Supervision Skills for Team Leaders

- Introduction to direct supervision: roles, responsibilities, and ethical conduct
- Communication skills for supervisors: active listening, clear instructions, and constructive feedback
- Delegation techniques: matching tasks to team members and monitoring progress
- Coaching and performance support: setting goals, observing, and giving feedback
- Handling conflict and difficult conversations in the team
- Time management and prioritisation for supervisors
- Legal and organisational requirements: policies, procedures, and equity
- Action planning for applying skills in the workplace

## 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 **4 NQF credits** at **NQF Level 4**.

## PRICING (PER DELEGATE, EX-VAT)

| Delegates | Training Method      | Price per Delegate | Total       |
|-----------|----------------------|--------------------|-------------|
| 1         | Online               | R 12,800.00        | R 12,800.00 |
| 1         | In-House             | R 16,600.00        | R 16,600.00 |
| 1         | On-Campus (Pretoria) | R 19,200.00        | R 19,200.00 |

## UPCOMING SESSIONS

| Start       | End         | Method    | Venue                   |
|-------------|-------------|-----------|-------------------------|
| 11 Aug 2026 | 11 Aug 2026 | On-Campus | Abu Dhabi, UAE          |
| 12 Aug 2026 | 12 Aug 2026 | On-Campus | Durban, South Africa    |
| 12 Aug 2026 | 12 Aug 2026 | On-Campus | Mauritius               |
| 13 Aug 2026 | 13 Aug 2026 | On-Campus | Cape Town, South Africa |
| 14 Aug 2026 | 14 Aug 2026 | On-Campus | Dubai, UAE              |
| 17 Aug 2026 | 17 Aug 2026 | On-Campus | Abu Dhabi, UAE          |
| 18 Aug 2026 | 18 Aug 2026 | On-Campus | Durban, South Africa    |
| 19 Aug 2026 | 19 Aug 2026 | On-Campus | Shenzhen, China         |

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](http://www.aaticd.co.za), open the page for this course (Unit Standard 114041) 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](mailto: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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