



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

Technical Practitioners Meeting Facilitation Skills Training

Physical, Mathematical, Computer and Life Sciences / Information Technology and Computer Sciences

Unit Standard 114051 · NQF Level 5 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips technical practitioners with the skills to plan, facilitate, and manage meetings effectively. Participants will learn techniques to ensure meetings are productive, inclusive, and achieve desired outcomes, while also addressing conflict and decision-making processes.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
Unit Standard	114051
Accreditation	SAQA Accredited · NQF Level 5 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply meeting facilitation techniques to ensure structured and productive discussions.
- Design meeting agendas and objectives that align with organizational goals.
- Analyze group dynamics to manage participation and address conflict constructively.
- Implement strategies for decision-making and consensus-building in meetings.
- Evaluate meeting outcomes to improve future facilitation practices.
- Demonstrate effective communication skills to foster collaboration and clarity.

WHO SHOULD ATTEND

- This course is designed for technical practitioners, such as engineers, IT professionals, and scientists, who are required to lead or participate in meetings as part of their roles.

COURSE OUTLINE

Day 1: Foundations of Meeting Facilitation

- Introduction to meeting facilitation: definitions and key concepts
- Types of meetings: informational, decision-making, problem-solving, and brainstorming
- The facilitator's role: neutral guide, timekeeper, and process manager
- Preparing for a meeting: setting objectives, agenda design, and participant selection
- Managing meeting dynamics: handling difficult participants, encouraging participation, and conflict resolution
- Techniques for effective communication: active listening, paraphrasing, and questioning
- Closing meetings: summarizing decisions, action items, and follow-up plans
- Evaluating meeting effectiveness and continuous improvement

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 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,400.00	R 13,400.00
1	In-House	R 17,400.00	R 17,400.00
1	On-Campus (Pretoria)	R 20,200.00	R 20,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	04 Aug 2026	On-Campus	Mauritius
05 Aug 2026	05 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	06 Aug 2026	On-Campus	Dubai, UAE
07 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	10 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Mauritius
11 Aug 2026	11 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 114051) 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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