



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Workplace Mentoring Skills For Career Development Training

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

Unit Standard 114215 · NQF Level 4 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips participants with the skills to effectively mentor colleagues in the workplace, fostering career development and professional growth. It focuses on the roles, responsibilities, and techniques of a mentor, including communication, goal-setting, and feedback strategies. By the end, learners will be able to design and implement a mentoring plan that aligns with organizational objectives.

Category	Business, Commerce and Management Studies
Subfield	Finance, Economics and Accounting
Unit Standard	114215
Accreditation	SAQA Accredited · NQF Level 4 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply mentoring principles and techniques to support career development in the workplace.
- Analyze the needs and goals of mentees to tailor mentoring approaches effectively.
- Evaluate the progress of mentoring relationships and adjust strategies as needed.
- Design a structured mentoring plan that aligns with organizational and individual career goals.
- Implement effective communication and feedback skills to enhance the mentoring experience.
- Demonstrate ethical and professional conduct in mentoring relationships.

WHO SHOULD ATTEND

- This course is intended for supervisors, team leaders, and experienced professionals who are or will be responsible for mentoring junior staff or peers in a workplace setting.

COURSE OUTLINE

Day 1: Foundations of Workplace Mentoring for Career Development

- Introduction to workplace mentoring: definitions, benefits, and SAQA alignment
- The mentor-mentee relationship: roles, boundaries, and confidentiality
- Career development theories and their application in mentoring
- Structuring mentoring sessions: goal setting, action plans, and progress reviews
- Effective communication skills: active listening, questioning, and constructive feedback
- Ethical practices and diversity considerations in South African workplaces
- Monitoring and evaluating mentoring effectiveness
- Case studies and group discussion on real-world mentoring scenarios

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 **3 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
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
12 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	17 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	18 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 114215) 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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