



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@aatikd.co.za · Website: www.aatikd.co.za

COURSE BROCHURE

Professional Image And Workplace Department Management Training

Services / Personal Care

Unit Standard 114782 · NQF Level 3 · 2 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to project a professional image and exhibit appropriate workplace deportment, enhancing their credibility and effectiveness in a corporate environment. Participants will learn to align their personal presentation, behaviour, and communication with organisational standards and expectations.

Category	Services
Subfield	Personal Care
Unit Standard	114782
Accreditation	SAQA Accredited · NQF Level 3 · 2 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of professional image management to personal grooming, attire, and non-verbal communication.
- Demonstrate appropriate workplace deportment in meetings, correspondence, and social interactions.
- Analyze the impact of personal image and behaviour on organisational reputation and career advancement.
- Implement strategies for building and maintaining a professional brand aligned with corporate culture.
- Evaluate workplace scenarios to apply correct etiquette and conflict resolution techniques.
- Design a personal action plan for continuous improvement of professional image and deportment.

WHO SHOULD ATTEND

- This course is ideal for employees at all levels who wish to enhance their professional presence, as well as supervisors and managers responsible for modelling and reinforcing workplace etiquette.

COURSE OUTLINE

Day 1: Professional Image and Workplace Deportment

- Defining professional image and its impact on career success.
- Components of professional appearance: dress code, grooming, and accessories.
- Workplace etiquette: punctuality, respect, and confidentiality.
- Effective verbal and non-verbal communication skills.
- Building positive relationships with colleagues and clients.
- Managing personal brand and online presence.
- Handling workplace conflicts professionally.
- Creating a personal development plan for 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 **2 NQF credits** at **NQF Level 3**.

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
03 Aug 2026	03 Aug 2026	On-Campus	Johannesburg, South Africa
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

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 114782) 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.

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 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za