



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

Community Forum Establishment And Maintenance Training

Law, Military Science and Security / Safety in Society

Unit Standard 115320 · NQF Level 6 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips participants with the skills to establish and maintain community forums that foster stakeholder engagement, collaboration, and sustainable development. It covers the principles of forum governance, facilitation techniques, and strategies for ensuring long-term forum viability.

Category	Law, Military Science and Security
Subfield	Safety in Society
Unit Standard	115320
Accreditation	SAQA Accredited · NQF Level 6 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate an understanding of the principles and purpose of community forums.
- Plan and implement the establishment of a community forum.
- Apply facilitation techniques to manage forum meetings effectively.
- Evaluate the performance of a community forum and recommend improvements.
- Design strategies to ensure the sustainability and maintenance of a community forum.
- Analyze stakeholder dynamics and promote inclusive participation in forums.

WHO SHOULD ATTEND

- Ideal for community development practitioners, local government officials, NGO coordinators, and corporate social responsibility managers who need to set up and sustain effective community forums.

COURSE OUTLINE

Day 1: Foundations of Community Forum Establishment

- Introduction to community forums: definitions and objectives.
- Principles of community participation and empowerment.
- Stakeholder identification and analysis.
- Steps for establishing a forum: needs assessment, vision, and mandate.
- Governance structures: committees, terms of reference, and constitutions.
- Legal frameworks: SAQA requirements and relevant legislation.
- Ethical considerations: confidentiality, inclusivity, and transparency.
- Case studies of successful community forums.

Day 2: Facilitation and Communication Strategies

- Facilitation skills: active listening, questioning, and summarising.
- Meeting management: agendas, minutes, and action plans.
- Communication channels: verbal, written, and digital.
- Conflict resolution models and mediation techniques.
- Consensus-building and participatory decision-making.
- Documentation: record keeping and reporting.
- Monitoring and evaluation of forum processes.
- Adapting to cultural and linguistic diversity.

Day 3: Sustaining and Institutionalising Forums

- Sustainability planning: funding, volunteer management, and partnerships.
- Institutionalisation: linking forums to local government and organisations.
- Capacity building: training facilitators and members.
- Leadership development and succession planning.
- Resource mobilisation: fundraising, in-kind support, and grants.
- Advocacy and policy influence strategies.
- Impact assessment: tools for measuring outcomes and changes.
- Continuous improvement: feedback loops and adaptive management.

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 **6 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 19,700.00	R 19,700.00
1	In-House	R 25,600.00	R 25,600.00
1	On-Campus (Pretoria)	R 29,500.00	R 29,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Mauritius
11 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	19 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, 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 115320) 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