



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

One To One On The Job Coaching Skills Training

Education, Training and Development / Adult Learning

Unit Standard 117877 · NQF Level 3 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to conduct effective one-on-one coaching sessions in the workplace. Participants will learn to plan, implement, and evaluate coaching interventions that enhance individual performance and support on-the-job learning. The focus is on practical coaching techniques that align with organisational goals and promote a culture of continuous improvement.

Category	Education, Training and Development
Subfield	Adult Learning
Unit Standard	117877
Accreditation	SAQA Accredited · NQF Level 3 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Plan and prepare for one-on-one coaching sessions based on individual learner needs and workplace requirements.
- Apply coaching techniques to facilitate on-the-job learning and skill development.
- Demonstrate effective communication and feedback skills to support learner progress.
- Evaluate the effectiveness of coaching interventions against agreed criteria.
- Implement strategies to address barriers to learning and performance improvement.
- Document and report coaching outcomes in accordance with organisational policies.

WHO SHOULD ATTEND

- Team leaders, supervisors, managers, and HR professionals who are responsible for developing employees through direct coaching and mentoring on the job.

COURSE OUTLINE

Day 1: Foundations of One-to-One On-the-Job Coaching

- Introduction to on-the-job coaching and its importance.
- Roles and responsibilities of the coach and coachee.
- Coaching models: GROW model and situational coaching.
- Communication skills: active listening, questioning, and feedback.
- Setting coaching objectives and creating action plans.
- Overcoming common coaching challenges.
- Practical coaching practice and peer feedback.
- Integration and application 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 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
07 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	10 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Mauritius
12 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
14 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	17 Aug 2026	On-Campus	Durban, 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 117877) 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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