



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

Personal Development Planning For Career Growth Training

Services / Wholesale and Retail

Unit Standard 117900 · NQF Level 2 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the skills to design and implement a personal development plan that aligns with their career goals. It enables individuals to assess their current competencies, identify growth opportunities, and take proactive steps toward professional advancement.

Category	Services
Subfield	Wholesale and Retail
Unit Standard	117900
Accreditation	SAQA Accredited · NQF Level 2 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply self-assessment tools to evaluate current skills, strengths, and areas for development.
- Analyze personal career goals and organizational requirements to identify development priorities.
- Design a structured personal development plan with specific, measurable, achievable, relevant, and time-bound objectives.
- Implement the development plan by selecting appropriate learning activities and resources.
- Evaluate progress against the plan and adjust strategies to ensure continuous improvement.
- Demonstrate commitment to lifelong learning and career ownership through reflective practice.

WHO SHOULD ATTEND

- This course is for professionals at any career stage who want to take ownership of their growth, including entry-level employees, mid-career staff, and managers seeking to support team development.

COURSE OUTLINE

Day 1: Foundations of Personal Development

- Introduction to Personal Development Planning (PDP)
- The link between PDP and sustainable career growth
- Overview of the SAQA NQF and Unit Standard 117900
- The PDP cycle: Plan, Act, Reflect, Review
- The importance of a growth mindset
- Setting the context: The South African workplace landscape

Day 2: Self-Assessment and Career Visioning

- Tools for self-assessment: SWOT, Skills Audits, Values Clarification
- Identifying core competencies and transferable skills
- Crafting a personal mission and vision statement
- Exploring career anchors and drivers
- Introduction to reflective journaling for self-discovery
- Recognising personal biases and blind spots

Day 3: Goal Setting and Strategic Planning

- Principles of effective goal setting (SMART & CLEAR criteria)
- Creating a goal hierarchy and action plan
- Identifying development opportunities (training, mentorship, projects)
- Resource planning: time, financial, and educational resources
- Building a personal support network (mentors, coaches, peers)
- Anticipating and planning for obstacles

Day 4: Skill Development and Competency Enhancement

- Analysis of in-demand skills in the South African context
- Formal vs. informal learning pathways
- Leveraging workplace learning and on-the-job training
- Introduction to micro-credentials and online learning platforms
- Creating a personal learning curriculum
- Techniques for effective skill practice and mastery

Day 5: Implementation, Action, and Progress Tracking

- From planning to action: overcoming procrastination
- Productivity tools and techniques (e.g., Eisenhower Matrix, Pomodoro)
- Creating and maintaining a development activity log
- Methods for tracking progress and measuring outcomes
- Seeking and utilising constructive feedback
- Managing energy and maintaining motivation

Day 6: Reflective Practice and Adaptive Management

- Models of reflective practice (e.g., Gibbs' Reflective Cycle)
- Conducting a formal review of development activities
- Analysing successes, challenges, and unexpected outcomes
- Pivoting the plan: adapting to new information or opportunities
- Building personal resilience and agility

- Celebrating milestones and acknowledging growth

Day 7: Integration, Presentation, and Future Roadmapping

- Finalising and documenting the comprehensive PDP
- Presentation skills: articulating your plan and goals to stakeholders
- Creating a personal brand and professional narrative
- Scheduling formal quarterly and annual reviews
- Exploring lifelong learning and continuous improvement
- Course wrap-up, assessment overview, and next steps

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 **10 NQF credits** at **NQF Level 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 28,200.00	R 28,200.00
1	In-House	R 36,700.00	R 36,700.00
1	On-Campus (Pretoria)	R 42,300.00	R 42,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	12 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	13 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	14 Aug 2026	On-Campus	Mauritius
07 Aug 2026	17 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
11 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 117900) 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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