



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

Organise Community Group Activities Training

Education, Training and Development / Adult Learning

Unit Standard 119356 · NQF Level 2 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the skills to effectively organise and manage community group activities. It covers planning, coordination, and evaluation of group events while fostering community participation and leadership. Participants will gain practical tools to facilitate inclusive and impactful community initiatives.

Category	Education, Training and Development
Subfield	Adult Learning
Unit Standard	119356
Accreditation	SAQA Accredited · NQF Level 2 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of group dynamics to plan community activities that meet identified needs.
- Design a detailed activity plan including timelines, resources, and risk management.
- Demonstrate effective communication and facilitation techniques to engage diverse community members.
- Implement coordination strategies to manage logistics and stakeholder involvement.
- Evaluate the outcomes of community group activities against set objectives and propose improvements.

WHO SHOULD ATTEND

- Community leaders, volunteers, social workers, and anyone involved in organising group activities within community-based organisations, NGOs, or local government structures.

COURSE OUTLINE

Day 1: Introduction to Community Group Activities

- Overview of Unit Standard 119356.
- What is a community group activity?
- Principles of community development.
- Stakeholder identification and engagement.
- Ethical considerations and confidentiality.
- Legal requirements: health and safety, insurance, permits.

Day 2: Needs Assessment and Planning

- Methods for needs assessment: surveys, interviews, focus groups.
- Analysing community assets and gaps.
- Activity planning frameworks.
- Defining SMART objectives.
- Risk assessment and contingency planning.

Day 3: Resource Management and Budgeting

- Types of resources: human, financial, material.
- Budgeting techniques and templates.
- Fundraising ideas: grants, sponsorships, events.
- In-kind contributions and partnerships.
- Resource tracking and accountability.

Day 4: Communication and Marketing

- Communication planning process.
- Marketing basics: target audience, message, medium.
- Social media and digital tools.
- Designing flyers, posters, and announcements.
- Handling inquiries and feedback.

Day 5: Team Building and Volunteer Management

- Volunteer recruitment strategies.
- Team building activities and exercises.
- Role clarification and delegation.
- Volunteer training and orientation.
- Recognition and retention techniques.

Day 6: Logistics and Event Management

- Venue selection and setup.
- Equipment and supply procurement.
- Timeline and schedule development.
- Catering and hospitality.
- Health and safety compliance.
- Emergency procedures.

Day 7: Facilitation and Conflict Resolution

- Facilitation techniques and tools.
- Active listening and questioning skills.

- Conflict resolution models.
- Managing difficult participants.
- Encouraging diverse voices.
- Decision-making processes.

Day 8: Monitoring, Evaluation, and Reporting

- Monitoring tools: checklists, observation.
- Data collection methods: surveys, interviews.
- Evaluation frameworks: logic models, outcome mapping.
- Report writing structure.
- Presenting findings to stakeholders.

Day 9: Review, Reflection, and Action Planning

- Review of course content and key takeaways.
- Group reflection and feedback.
- Creating a personal action plan.
- Networking and community of practice.
- Certification requirements.
- Closing and celebration.

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 **12 NQF credits** at **NQF Level 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 33,300.00	R 33,300.00
1	In-House	R 43,300.00	R 43,300.00
1	On-Campus (Pretoria)	R 50,000.00	R 50,000.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	20 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	20 Aug 2026	On-Campus	Mauritius
11 Aug 2026	21 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	24 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	25 Aug 2026	On-Campus	Pretoria, South Africa
14 Aug 2026	26 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	27 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	28 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 119356) 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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