



## 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

# Lead Group Discussions Training

Education, Training and Development / Adult Learning

Unit Standard 119519 · NQF Level 3 · 6 Credits · 3 Days

## COURSE OVERVIEW

This course equips learners with the skills to lead group discussions effectively, ensuring inclusive participation and productive outcomes. Participants will learn to facilitate dialogue, manage group dynamics, and guide discussions toward consensus or decision-making in a professional setting.

Category	Education, Training and Development
Subfield	Adult Learning
Unit Standard	119519
Accreditation	SAQA Accredited · NQF Level 3 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

## LEARNING OUTCOMES

- Apply techniques to prepare and structure group discussions for specific objectives.
- Demonstrate facilitation skills to encourage participation and manage group dynamics.
- Evaluate group discussions to assess achievement of outcomes and identify areas for improvement.
- Analyse different communication styles and adapt facilitation approaches accordingly.
- Implement strategies to handle conflict and maintain focus during discussions.
- Design discussion frameworks that promote inclusive and respectful dialogue.

## WHO SHOULD ATTEND

- This course is designed for supervisors, team leaders, managers, and anyone responsible for facilitating group discussions or meetings within their organisation.

## COURSE OUTLINE

### Day 1: Foundations of Group Discussion Facilitation

- Introduction to group discussion leadership and unit standard requirements.
- Types of group discussions: problem-solving, decision-making, brainstorming, and information-sharing.
- Group dynamics: stages of group development (forming, storming, norming, performing, adjourning).
- Establishing a positive climate: ground rules, inclusivity, and confidentiality.
- Understanding communication styles and their impact on group interaction.
- Identifying and addressing common barriers to effective discussion.
- Role of the leader: facilitator vs. director.
- Practical exercise: setting up a discussion group and establishing norms.

### Day 2: Techniques for Engaging and Managing Group Discussions

- Questioning strategies: open-ended, probing, reflective, and redirecting questions.
- Active listening skills: attending, paraphrasing, and summarising.
- Handling difficult participants: talkative, quiet, negative, and off-topic members.
- Time management and agenda adherence during discussions.
- Using flip charts, whiteboards, and online collaboration tools.
- Techniques for encouraging participation from all members.
- Conflict resolution within group settings.
- Role-play exercises: facilitating a discussion with challenging scenarios.

### Day 3: Advanced Facilitation and Practical Integration

- Planning a structured discussion: setting clear objectives and desired outcomes.
- Facilitation styles: adaptive leadership to suit group needs.
- Giving and receiving constructive feedback on facilitation skills.
- Ethical considerations: neutrality, confidentiality, and respect for diversity.
- Cultural sensitivity: adapting facilitation for multicultural groups.
- Assessing group discussion effectiveness: criteria and self-evaluation.
- Practical assessment: each participant leads a 15-minute group discussion.
- Debrief and personal development plan for ongoing growth.

## 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 3**.

## PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

## UPCOMING SESSIONS

Start	End	Method	Venue
22 Jun 2026	24 Jun 2026	On-Campus	Mombasa, Kenya
22 Jun 2026	24 Jun 2026	On-Campus	Maseru, Lesotho
23 Jun 2026	25 Jun 2026	On-Campus	Nairobi, Kenya
23 Jun 2026	25 Jun 2026	On-Campus	Windhoek, Namibia
24 Jun 2026	26 Jun 2026	On-Campus	Mbabane, Eswatini
24 Jun 2026	26 Jun 2026	In-House	–
29 Jun 2026	01 Jul 2026	On-Campus	Luanda, Angola
29 Jun 2026	01 Jul 2026	On-Campus	Nairobi, Kenya

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

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