



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

Team Member Induction Process

Business, Commerce and Management Studies / Generic Management

Unit Standard 242812 · NQF Level 3 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips team leaders and supervisors with the skills to effectively induct a new member into an existing team. It covers planning, conducting, and evaluating the induction process to ensure seamless integration and productivity.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	242812
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

- Prepare an induction plan that aligns with team goals and organisational requirements.
- Conduct a structured induction session covering team norms, roles, and responsibilities.
- Demonstrate effective communication and support strategies during the induction period.
- Evaluate the effectiveness of the induction process and adjust as needed.
- Apply relevant policies, procedures, and legislation to the induction process.
- Implement feedback mechanisms to monitor the new member's integration.

WHO SHOULD ATTEND

- Team leaders, supervisors, and managers responsible for onboarding new team members in a corporate environment.

COURSE OUTLINE

Day 1: Understanding the Team Member Induction Process

- Definition and objectives of team member induction.
- Legal and regulatory requirements for induction in South Africa.
- Key elements of an induction programme: company policies, health and safety, job roles, and organisational culture.
- Roles of HR, line managers, and mentors during induction.
- Planning an induction timeline and checklist.
- Communication strategies for new team members.
- Assessing induction effectiveness through feedback and evaluation.
- Common challenges and best practices in induction.

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
04 Aug 2026	04 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	04 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	05 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	06 Aug 2026	On-Campus	Mauritius
07 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	12 Aug 2026	On-Campus	Mauritius

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 242812) 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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