



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

Junior Management Roles and Organizational Relationships

Business, Commerce and Management Studies / Generic Management

Unit Standard 242818 · NQF Level 4 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips junior managers with a clear understanding of their role within the broader organisational structure. Participants will learn how to effectively interact with peers, subordinates, and senior management to foster collaboration and achieve team objectives. The course also explores the impact of organisational culture and communication on managerial effectiveness.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	242818
Accreditation	SAQA Accredited · NQF Level 4 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Describe the typical roles and responsibilities of junior management in relation to other organisational levels.
- Analyse the formal and informal relationships between junior management and other roles within the organisation.
- Apply appropriate communication strategies to interact effectively with senior management, peers, and subordinates.
- Evaluate the impact of organisational culture on the functioning of junior management roles.
- Demonstrate an understanding of how junior management contributes to the achievement of organisational goals.

WHO SHOULD ATTEND

- Newly appointed or aspiring junior managers, team leaders, and supervisors who need to understand their position and responsibilities within the organisational hierarchy.

COURSE OUTLINE

Day 1: Understanding Junior Management Roles and Responsibilities

- Introduction to organisational structures and levels of management.
- Core functions of junior management: planning, organising, leading, and controlling.
- Relationships with senior management, peers, and subordinates.
- Stakeholder identification and expectation management.
- Effective communication techniques for junior managers.
- Delegation principles and practices.
- Legal and ethical responsibilities in junior management.
- Case study: Analysing a typical junior manager's day.

Day 2: Applying Junior Management Skills in Organisational Relationships

- Advanced delegation: matching tasks to skills and monitoring progress.
- Supervisory skills: motivating teams and providing constructive feedback.
- Conflict resolution strategies for junior managers.
- Problem-solving models and decision-making processes.
- Organisational culture and its influence on management practices.
- Building effective working relationships across departments.
- Personal development planning for junior managers.
- Group exercise: Creating a team performance improvement plan.

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 **5 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,400.00	R 15,400.00
1	In-House	R 20,000.00	R 20,000.00
1	On-Campus (Pretoria)	R 23,100.00	R 23,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	18 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 242818) 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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