



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

Systematic Approach to Achieving Objectives

Business, Commerce and Management Studies / Generic Management

Unit Standard 242822 · NQF Level 4 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with a structured, step-by-step methodology for setting, planning, and achieving personal and professional objectives. Participants will learn to break down goals into actionable tasks, monitor progress, and adjust strategies to ensure consistent results.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	242822
Accreditation	SAQA Accredited · NQF Level 4 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply a systematic approach to define and prioritize objectives aligned with organizational goals.
- Analyze current performance gaps and identify root causes to inform objective-setting.
- Design a detailed action plan with measurable milestones, resources, and timelines.
- Implement monitoring and review mechanisms to track progress and make necessary adjustments.
- Evaluate outcomes against set criteria and reflect on lessons learned for continuous improvement.

WHO SHOULD ATTEND

- This course is designed for professionals at all levels who need to improve their goal-setting and task management skills, including supervisors, team leaders, and individual contributors seeking to enhance their productivity and effectiveness.

COURSE OUTLINE

Day 1: Foundations of Goal Setting and Planning

- Introduction to systematic approaches
- Defining objectives: SMART criteria
- The planning cycle: from vision to action
- Stakeholder identification and engagement
- Introduction to performance indicators
- Case study: successful objective achievement

Day 2: Analysing the Environment and Setting Priorities

- Environmental scanning techniques
- SWOT analysis: strengths, weaknesses, opportunities, threats
- Prioritisation methods: Eisenhower matrix, Pareto principle
- Critical success factors and key result areas
- Risk identification and mitigation strategies
- Group exercise: SWOT analysis for a given scenario

Day 3: Developing Action Plans and Resource Allocation

- Action plan components: tasks, responsibilities, deadlines
- Resource estimation and budgeting
- Scheduling tools: Gantt charts, PERT
- Contingency planning and flexibility
- Delegation and accountability
- Workshop: building an action plan

Day 4: Monitoring Progress and Performance Measurement

- Developing KPIs and targets
- Monitoring tools: dashboards, scorecards
- Progress review meetings: frequency and structure
- Variance analysis and corrective actions
- Feedback loops and adaptive management
- Case study: monitoring in a project

Day 5: Communication and Stakeholder Management

- Communication planning: audience, message, channel
- Stakeholder mapping and engagement strategies
- Reporting formats: written, verbal, visual
- Conflict resolution techniques
- Building buy-in and commitment
- Role-play: stakeholder meeting

Day 6: Problem-Solving and Decision-Making in Execution

- Problem-solving frameworks: PDCA, 5 Whys, fishbone
- Decision-making models: rational, intuitive, consensus
- Root cause analysis
- Lessons learned and knowledge management
- Group exercise: solving a real-world problem

Day 7: Integration, Review, and Continuous Improvement

- Reviewing the systematic approach: checklist
- Evaluating success: qualitative and quantitative measures
- Continuous improvement methodologies: Kaizen, Lean
- Creating a personal action plan for ongoing development
- Final assessment and course wrap-up

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 4**.

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
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
12 Aug 2026	20 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 242822) 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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