



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

Integrated Development Planning Facilitation

Business, Commerce and Management Studies / Public Administration

Unit Standard 242879 · NQF Level 5 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips participants with the skills to facilitate integrated development planning processes within local government and community settings. Learners will gain the ability to guide stakeholders through collaborative planning, ensuring alignment with legislative frameworks and community needs.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	242879
Accreditation	SAQA Accredited · NQF Level 5 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles and legislative framework of integrated development planning in South Africa.
- Facilitate stakeholder engagement and participation in the IDP process.
- Analyse community needs and priorities to inform planning decisions.
- Design and implement a structured IDP facilitation process.
- Evaluate the effectiveness of IDP processes and recommend improvements.

WHO SHOULD ATTEND

- Municipal officials, community development workers, planners, and facilitators involved in integrated development planning at local government level or in community-based organisations.

COURSE OUTLINE

Day 1: Introduction to Integrated Development Planning (IDP) and Facilitation

- Overview of IDP: history, legislation (Municipal Systems Act), and policy context
- The IDP cycle: analysis, strategies, projects, integration, and approval
- Role and competencies of an IDP facilitator
- Stakeholder identification and analysis
- Principles of participatory development and community engagement
- Introduction to facilitation techniques for diverse groups

Day 2: Facilitation Skills and Techniques

- Core facilitation skills: active listening, paraphrasing, summarizing
- Techniques for encouraging participation: brainstorming, nominal group technique, world café
- Managing difficult participants and group dynamics
- Conflict resolution strategies in community settings
- Cultural sensitivity and inclusivity in facilitation
- Practical exercises: role-play facilitation scenarios

Day 3: Stakeholder Engagement and Participation

- Stakeholder mapping and analysis tools (power-interest grid)
- Methods for engaging different stakeholders: public meetings, focus groups, surveys
- Strategies for including youth, women, and persons with disabilities
- Managing expectations and handling resistance
- Feedback mechanisms and reporting back to communities
- Case studies: successful stakeholder engagement in SA municipalities

Day 4: IDP Analysis Phase - Data Collection and Needs Assessment

- Participatory rural appraisal (PRA) tools: transect walks, seasonal calendars, mapping
- Data collection methods: interviews, questionnaires, community meetings
- Analyzing data: problem tree analysis, SWOT analysis
- Prioritization techniques: pairwise ranking, scoring
- Ensuring data reliability and validity
- Practical: conduct a mock needs assessment exercise

Day 5: Strategy Formulation and Project Identification

- Visioning exercises: creating a shared community vision
- Setting SMART objectives and indicators
- Project identification: linking needs to projects
- Prioritization criteria: impact, feasibility, sustainability
- Alignment with sector plans (e.g., LED, SDF)
- Logical framework approach (LFA) for project planning
- Practical: facilitate a strategy workshop

Day 6: Budgeting and Resource Mobilization

- Overview of municipal budgeting: MTREF, capital vs operational budgets
- Linking IDP priorities to budget allocations
- Participatory budgeting techniques
- Resource mobilization: grants, private sector, NGOs

- Cost estimation methods for community projects
- Practical: simulate a budget prioritization exercise

Day 7: Integration, Approval, and Implementation

- Sector plan integration: LED, SDF, water services, transport
- IDP review and approval process: public hearings, council adoption
- Implementation planning: action plans, Gantt charts
- Monitoring and evaluation frameworks
- Reporting on progress and adaptive management
- Practical: draft an implementation plan

Day 8: Communication, Reporting, and Documentation

- Communication strategies for different stakeholders
- Report writing: executive summaries, minutes, progress reports
- Visual communication: infographics, maps, presentations
- Documentation of facilitation: meeting records, decision logs
- Dissemination of IDP documents
- Practical: produce a communication product (e.g., poster, summary)

Day 9: Review, Evaluation, and Continuous Improvement

- Evaluation methods: participatory evaluation, surveys, interviews
- Capturing lessons learned and best practices
- Recommendations for improvement
- Final report compilation and presentation
- Closing the IDP cycle: handover and next steps
- Course wrap-up and assessment

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 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 35,000.00	R 35,000.00
1	In-House	R 45,500.00	R 45,500.00
1	On-Campus (Pretoria)	R 52,500.00	R 52,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	13 Aug 2026	On-Campus	Lagos, Nigeria
04 Aug 2026	14 Aug 2026	On-Campus	Johannesburg, South Africa
05 Aug 2026	17 Aug 2026	On-Campus	Mauritius
06 Aug 2026	18 Aug 2026	On-Campus	Cape Town, South Africa
07 Aug 2026	19 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	20 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	21 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 242879) 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.

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 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za