



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

Negotiate Agreements in Simple to Moderate Situations

Business, Commerce and Management Studies / Project Management

Unit Standard 243818 · NQF Level 5 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the practical skills and theoretical knowledge required to negotiate agreements in simple to moderately complex situations. Participants will learn to prepare for negotiations, apply effective communication techniques, and reach mutually beneficial outcomes in a professional context.

Category	Business, Commerce and Management Studies
Subfield	Project Management
Unit Standard	243818
Accreditation	SAQA Accredited · NQF Level 5 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Prepare for negotiations by identifying objectives, stakeholders, and potential trade-offs.
- Apply communication techniques such as active listening, questioning, and summarising to facilitate agreement.
- Analyse simple to moderately complex negotiation scenarios to determine appropriate strategies.
- Demonstrate the ability to reach a negotiated agreement that satisfies both parties' core interests.
- Document and report on negotiation outcomes in accordance with organisational procedures.
- Evaluate the negotiation process to identify areas for improvement in future interactions.

WHO SHOULD ATTEND

- This course is ideal for employees, supervisors, and team leaders who need to negotiate agreements in their daily work, such as procurement, sales, contracts, or resource allocation.

COURSE OUTLINE

Day 1: Foundations of Negotiation

- Introduction to negotiation: definition, importance, and contexts.
- The negotiation process: preparation, discussion, proposing, bargaining, and closing.
- Negotiation styles: competitive, collaborative, compromising, accommodating, and avoiding.
- Communication skills: active listening, questioning, and non-verbal cues.
- Building rapport and managing relationships.
- Handling objections and difficult situations.
- Ethical considerations in negotiation.
- Practical application: role-play scenarios and feedback.

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 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,400.00	R 13,400.00
1	In-House	R 17,400.00	R 17,400.00
1	On-Campus (Pretoria)	R 20,200.00	R 20,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	17 Aug 2026	On-Campus	Dubai, 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 243818) 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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