



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

Project Communication Management for South Africa

Business, Commerce and Management Studies / Project Management

Unit Standard 243822 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to effectively manage project communications in a South African context. Participants will learn to develop communication plans, implement stakeholder engagement strategies, and ensure information flows efficiently across project teams. The course aligns with the SAQA unit standard for managing project communication.

Category	Business, Commerce and Management Studies
Subfield	Project Management
Unit Standard	243822
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply communication principles and processes to manage project information effectively.
- Analyze stakeholder information needs and develop a comprehensive communication plan.
- Implement communication strategies to facilitate stakeholder engagement and project success.
- Evaluate communication effectiveness and adjust approaches to improve project outcomes.
- Demonstrate the use of appropriate communication tools and technologies in a project environment.
- Document and report project communication activities in compliance with organizational standards.

WHO SHOULD ATTEND

- This course is designed for project managers, team leaders, and professionals involved in project execution who need to enhance their communication management skills.
- It is ideal for those working in corporate, government, or non-profit sectors in South Africa.

COURSE OUTLINE

Day 1: Foundations of Project Communication Management

- Introduction to project communication management
- Stakeholder identification and analysis
- Communication planning: purpose, frequency, and methods
- Overview of PMBOK communication management processes
- Legal and regulatory considerations (e.g., POPIA, labour laws)
- Barriers to effective communication
- Case study: Communication challenges in SA projects

Day 2: Developing a Communication Management Plan

- Components of a communication management plan
- Selecting communication channels: formal/informal, written/verbal
- Communication technology options (email, meetings, collaboration tools)
- Setting communication frequency and timing
- Roles and responsibilities in communication
- Budgeting for communication activities
- Practical exercise: Draft a communication plan for a sample project

Day 3: Executing and Managing Project Communications

- Information distribution methods and best practices
- Meeting management: agendas, minutes, action items
- Performance reporting: dashboards, status reports, progress updates
- Managing difficult conversations and conflict resolution
- Cultural and language considerations in SA context
- Communication in virtual and remote teams
- Role-play: Stakeholder briefing session

Day 4: Monitoring and Controlling Communications

- Communication performance metrics and KPIs
- Feedback mechanisms: surveys, interviews, observation
- Lessons learned and continuous improvement
- Change management communication
- Reporting to governance structures (steering committees)
- Auditing communication processes
- Case study: Communication failure analysis

Day 5: Integration, Review, and Assessment

- Integration with scope, time, cost, risk, and quality management
- Closing communications: final reports, celebrations, handovers
- Ethical considerations in project communication
- Review of key concepts and Q&A;
- Unit standard assessment (formative and summative)
- Action planning for workplace implementation

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 **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,700.00	R 17,700.00
1	In-House	R 23,100.00	R 23,100.00
1	On-Campus (Pretoria)	R 26,700.00	R 26,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Harare, Zimbabwe
24 Aug 2026	28 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Durban, South Africa
24 Aug 2026	28 Aug 2026	On-Campus	Abu Dhabi, UAE
31 Aug 2026	04 Sep 2026	On-Campus	Shenzhen, China
31 Aug 2026	04 Sep 2026	On-Campus	Harare, Zimbabwe

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 243822) 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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