



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

Work Planning, Organising and Monitoring for Managers

Services / Hospitality, Tourism, Travel, Gaming and Leisure

Unit Standard 243956 · NQF Level 5 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips managers with the skills to effectively plan, organise, and monitor work within their area of responsibility. Participants will learn to set clear objectives, allocate resources efficiently, and implement monitoring systems to ensure team performance aligns with organisational goals. The course focuses on practical application in a South African corporate context.

Category	Services
Subfield	Hospitality, Tourism, Travel, Gaming and Leisure
Unit Standard	243956
Accreditation	SAQA Accredited · NQF Level 5 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Develop work plans with clear objectives, timelines, and resource allocation.
- Organise team activities and delegate tasks to optimise productivity.
- Implement monitoring systems to track progress against work plans.
- Analyse performance data and adjust plans to address deviations.
- Evaluate outcomes and provide constructive feedback to team members.
- Demonstrate effective communication and leadership in managing work processes.

WHO SHOULD ATTEND

- This course is designed for managers, team leaders, and supervisors who are responsible for planning and overseeing work in their departments.
- It is ideal for those seeking to enhance their operational management skills.

COURSE OUTLINE

Day 1: Foundations of Work Planning, Organising and Monitoring

- Introduction to work planning, organising, and monitoring: definitions and importance.
- Setting SMART objectives and aligning with organisational strategy.
- Resource allocation: human, financial, and material considerations.
- Task delegation: principles and best practices.
- Time management techniques for managers.
- Monitoring tools: KPIs, milestones, and progress reports.
- Corrective action and feedback loops.
- Case study: Applying planning and monitoring in a workplace scenario.

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 **3 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
11 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	17 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	18 Aug 2026	On-Campus	Harare, Zimbabwe
18 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
19 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa

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 243956) 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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