



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

Leadership Skills for Councillors

Business, Commerce and Management Studies / Public Administration

Unit Standard 244180 · NQF Level 3 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips councillors with the leadership competencies required to effectively fulfil their roles within municipal and community structures. It focuses on ethical decision-making, stakeholder engagement, and strategic oversight to enhance governance and service delivery.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	244180
Accreditation	SAQA Accredited · NQF Level 3 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply leadership theories and styles to the councillor context to promote effective governance.
- Analyze the roles and responsibilities of councillors within the legislative and policy framework.
- Evaluate community needs and stakeholder interests to inform inclusive decision-making.
- Demonstrate ethical leadership and accountability in exercising authority and managing conflicts of interest.
- Implement strategies for effective communication and collaboration with council, administration, and the public.
- Facilitate participative governance processes to enhance community engagement and trust.

WHO SHOULD ATTEND

- Elected and appointed councillors at local government level, including ward councillors, proportional representation councillors, and those serving on municipal committees.

COURSE OUTLINE

Day 1: Foundations of Leadership in Local Government

- Overview of local government structures and the councillor's mandate.
- Leadership theories and styles: transformational, servant, and situational leadership.
- Ethical leadership and the Code of Conduct for Councillors.
- Communication skills for councillors: active listening, public speaking, and report writing.
- Building relationships with constituents, officials, and other stakeholders.
- Introduction to conflict resolution and negotiation techniques.
- Case study: Successful leadership in a South African municipality.

Day 2: Strategic Leadership and Decision-Making

- Strategic planning and vision setting for municipalities.
- Decision-making frameworks: rational, participatory, and consensus-based models.
- Leading meetings: agendas, minutes, and chairing skills.
- Committee leadership and delegation.
- Financial management for non-financial managers: budgeting, procurement, and oversight.
- Community participation and public engagement strategies.
- Dealing with difficult situations: protest management, media relations, and crisis communication.
- Case study: Strategic decision-making in a local government setting.

Day 3: Leading Change, Teams, and Personal Development

- Change management principles and overcoming resistance.
- Team dynamics and motivation: understanding roles, diversity, and conflict.
- Coaching and mentoring for councillors.
- Personal leadership development: self-assessment, emotional intelligence, and resilience.
- Monitoring and evaluation of leadership impact.
- Creating a personal leadership development plan.
- Course review and integration of key concepts.
- Action planning for post-course 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 **6 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,200.00	R 13,200.00
1	In-House	R 17,200.00	R 17,200.00
1	On-Campus (Pretoria)	R 19,800.00	R 19,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
24 Aug 2026	26 Aug 2026	On-Campus	Harare, Zimbabwe
24 Aug 2026	26 Aug 2026	On-Campus	Abu Dhabi, UAE
25 Aug 2026	27 Aug 2026	On-Campus	Bangkok, Thailand
25 Aug 2026	27 Aug 2026	On-Campus	Durban, South Africa
26 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
26 Aug 2026	28 Aug 2026	On-Campus	Shenzhen, China
31 Aug 2026	02 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	02 Sep 2026	On-Campus	Bangkok, Thailand

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 244180) 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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