



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

Facilitate Local Government Council Meetings

Business, Commerce and Management Studies / Public Administration

Unit Standard 244186 · NQF Level 3 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the skills to facilitate council and related meetings effectively within the local government context. Participants will learn to apply procedural frameworks, manage meeting dynamics, and ensure compliance with legislative requirements to achieve municipal objectives.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	244186
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 relevant legislative and procedural frameworks to facilitate council meetings.
- Demonstrate effective chairing techniques to manage meeting processes and participant behavior.
- Analyze meeting dynamics and implement strategies to promote constructive dialogue and decision-making.
- Evaluate compliance with meeting protocols and record-keeping requirements.
- Implement mechanisms to ensure accountability and follow-up on meeting resolutions.

WHO SHOULD ATTEND

- This course is designed for municipal officials, council secretaries, committee clerks, and local government managers who are responsible for convening and managing council meetings.

COURSE OUTLINE

Day 1: Understanding the Legislative and Procedural Framework for Council Meetings

- Overview of relevant legislation (Municipal Structures Act, Municipal Systems Act, Standing Rules).
- Types of council meetings: ordinary, special, urgent, and committee meetings.
- Roles of the Speaker, Mayor, Councillors, Municipal Manager, and other officials.
- Quorum requirements and voting procedures.
- Public participation and access to meetings.
- Agenda setting and notice periods.
- Minutes and record-keeping requirements.
- Ethical conduct and conflict of interest.

Day 2: Chairing and Managing Effective Council Meetings

- Role of the chairperson: maintaining order and impartiality.
- Opening and closing meetings formally.
- Managing agenda items: introduction, debate, and closure.
- Types of motions: substantive, procedural, and amendments.
- Voting methods: show of hands, roll call, secret ballot.
- Dealing with points of order, personal explanations, and questions.
- Techniques for managing time and keeping discussions focused.
- Handling conflicts and difficult participants.

Day 3: Advanced Facilitation, Compliance, and Practical Application

- Legal compliance: recording decisions, resolutions, and directives.
- Drafting clear and actionable resolutions.
- Minute-taking techniques: capturing key points and decisions.
- Post-meeting actions: distribution of minutes, implementation tracking.
- Role of the Speaker in ensuring adherence to standing orders.
- Common pitfalls and how to avoid them.
- Review of case studies and lessons learned.
- Final Q&A; and course evaluation.

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 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Mauritius
11 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	19 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, 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 244186) 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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