



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

Change Process Recommendation Formulation

Business, Commerce and Management Studies / Generic Management

Unit Standard 252021 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to systematically formulate actionable recommendations for managing and implementing change processes within an organisation. Participants will learn to analyse change requirements, evaluate options, and present well-substantiated proposals to stakeholders.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	252021
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

- Analyse the need for change and identify key factors influencing the change process.
- Evaluate alternative change strategies and select the most appropriate approach.
- Formulate clear, evidence-based recommendations for implementing change.
- Demonstrate the ability to present recommendations to relevant stakeholders.
- Apply risk assessment techniques to anticipate potential barriers to change.

WHO SHOULD ATTEND

- This course is designed for managers, team leaders, project coordinators, and change agents who are responsible for driving or supporting organisational change initiatives.

COURSE OUTLINE

Day 1: Foundations of Change Management

- Definition and importance of change management
- Common triggers for change (internal/external)
- Types of organisational change
- Key roles: change sponsor, change agent, change team
- Overview of change management models (Kotter, ADKAR)
- Introduction to change process recommendation as a formal document

Day 2: Analysing the Change Context

- Stakeholder mapping and engagement strategies
- Readiness assessment tools and surveys
- Common sources of resistance and mitigation approaches
- Data collection methods (interviews, focus groups, document review)
- Analysing organisational culture and capacity for change
- SWOT analysis for change context

Day 3: Formulating Change Process Recommendations

- Components of a change recommendation: executive summary, background, objectives, scope
- Aligning recommendations with strategic goals
- Designing change interventions (communication, training, support)
- Risk assessment and contingency planning
- Cost-benefit analysis of proposed changes
- Writing clear, actionable recommendations

Day 4: Communicating and Presenting Recommendations

- Communication planning for change initiatives
- Stakeholder-specific messaging (sponsors, managers, employees)
- Presentation skills: structuring a pitch, visual aids, storytelling
- Handling objections and building buy-in
- Techniques for facilitating feedback sessions
- Iterative refinement of recommendations

Day 5: Integration and Practical Application

- Case study: developing a full change recommendation from scratch
- Peer review and critique of recommendations
- Monitoring and evaluation frameworks for change
- Handover and implementation support plans
- Lessons learned and continuous improvement
- Final assessment and course wrap-up

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 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 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 252021) 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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