



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

Briefing Attendance and Deadline Compliance

Business, Commerce and Management Studies / Marketing

Unit Standard 252207 · NQF Level 4 · 7 Credits · 4 Days

COURSE OVERVIEW

This course equips learners with the skills to attend briefings effectively and return work on deadline. It covers techniques for active listening, note-taking, clarifying instructions, and managing time to meet deadlines consistently.

Category	Business, Commerce and Management Studies
Subfield	Marketing
Unit Standard	252207
Accreditation	SAQA Accredited · NQF Level 4 · 7 Credits
Duration	4 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate active listening and note-taking during briefings to capture key instructions.
- Apply questioning techniques to clarify ambiguous instructions and confirm expectations.
- Plan and prioritize tasks to ensure work is completed and returned by the deadline.
- Evaluate potential obstacles to deadline compliance and implement mitigation strategies.
- Use time management tools to track progress and adjust schedules as needed.
- Communicate effectively with supervisors about progress and any delays in meeting deadlines.

WHO SHOULD ATTEND

- This course is designed for employees at all levels who need to attend briefings and deliver work within set deadlines.
- It is ideal for administrative staff, team members, and junior managers seeking to improve their efficiency and reliability.

COURSE OUTLINE

Day 1: Understanding Briefings and Compliance Fundamentals

- Overview of briefing types: operational, safety, project, and team briefings
- The role of briefings in communication and decision-making
- Legal and regulatory framework for attendance and deadlines
- Organisational policies on briefing attendance and deadlines
- Consequences of non-compliance: disciplinary, operational, and legal implications
- Barriers to attendance: scheduling, prioritisation, and resource constraints
- Introduction to deadline management principles

Day 2: Planning and Prioritising Briefing Attendance

- Time management techniques: Eisenhower matrix, time blocking, and prioritisation
- Scheduling tools: calendars, reminders, and project management software
- Creating a briefing attendance plan aligned with work priorities
- Delegation and negotiation skills for managing conflicting commitments
- Impact analysis: missed briefings and delayed decisions
- Case studies on effective attendance management

Day 3: Communication and Reporting for Compliance

- Effective communication: verbal and written updates on attendance and deadlines
- Documentation standards for briefing minutes and action items
- Compliance reporting: frequency, format, and distribution
- Feedback mechanisms: surveys, suggestion boxes, and debriefs
- Conflict resolution: addressing non-compliance and missed deadlines
- Role-play: reporting attendance issues to supervisors

Day 4: Continuous Improvement and Integration

- Self-assessment tools for compliance performance
- Root cause analysis of recurring non-compliance issues
- Developing a continuous improvement plan for attendance and deadlines
- Building a compliance culture: leadership, accountability, and incentives
- Integration with performance management systems
- Peer mentoring and coaching techniques
- Final assessment: case study and action plan presentation

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 **7 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 20,500.00	R 20,500.00
1	In-House	R 26,600.00	R 26,600.00
1	On-Campus (Pretoria)	R 30,800.00	R 30,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	20 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 252207) 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.

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 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za