



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

Plan and Manage Own Work Activities in the Organisation

Services / Transport, Operations and Logistics

Unit Standard 252259 · NQF Level 1 · 2 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to effectively plan, organise and manage their own work activities within an organisation. Participants will learn to set priorities, manage time, and align their tasks with organisational goals, enhancing personal productivity and contribution to team success.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	252259
Accreditation	SAQA Accredited · NQF Level 1 · 2 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply techniques to plan and organise own work activities in alignment with organisational objectives.
- Demonstrate effective time management by prioritising tasks and using scheduling tools.
- Implement strategies to monitor and evaluate progress against work plans.
- Analyze own work performance and identify areas for improvement.
- Evaluate the impact of own work activities on team and organisational goals.
- Design a personal work plan that incorporates contingency measures for unexpected events.

WHO SHOULD ATTEND

- This course is designed for employees at all levels who wish to improve their ability to plan and manage their own work activities.
- It is particularly beneficial for new entrants to the workplace, junior supervisors, and individuals seeking to enhance their self-management skills.

COURSE OUTLINE

Day 1: Planning and Managing Own Work Activities

- Introduction to work planning and its importance.
- Organisational policies, procedures, and resource availability.
- Setting SMART goals and prioritising tasks.
- Tools and techniques for managing time and workload.
- Monitoring progress and making adjustments.
- Self-assessment and performance evaluation.
- Dealing with interruptions and unexpected changes.
- Reporting and communicating work progress.

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 **2 NQF credits** at **NQF Level 1**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	04 Aug 2026	On-Campus	Mauritius
05 Aug 2026	05 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	06 Aug 2026	On-Campus	Dubai, UAE
07 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	10 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Mauritius
11 Aug 2026	11 Aug 2026	On-Campus	Cape Town, 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 252259) 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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