



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

HR Planning for Organisational Results

Business, Commerce and Management Studies / Human Resources

Unit Standard 252393 · NQF Level 6 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the skills to develop a comprehensive HR plan that aligns with organisational strategy and drives measurable results. Participants will learn to analyse workforce needs, forecast HR requirements, and design practical interventions to optimise human capital. The course bridges strategic HR planning with operational execution, ensuring learners can produce plans that support business objectives.

Category	Business, Commerce and Management Studies
Subfield	Human Resources
Unit Standard	252393
Accreditation	SAQA Accredited · NQF Level 6 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyse organisational goals and external factors to identify HR planning requirements.
- Design a human resource plan that addresses current and future workforce needs.
- Evaluate the impact of HR interventions on organisational performance.
- Implement strategies to align HR planning with budget and resource constraints.
- Demonstrate the ability to monitor and adjust HR plans based on changing conditions.

WHO SHOULD ATTEND

- HR practitioners, managers, and professionals responsible for workforce planning and organisational development.
- It is ideal for those seeking to enhance their ability to create HR plans that directly contribute to business success.

COURSE OUTLINE

Day 1: Introduction to HR Planning

- Overview of HR planning
- Alignment with business strategy
- HR planning models and frameworks
- Benefits of effective HR planning
- Introduction to SAQA and unit standard 252393

Day 2: Environmental Scanning and Forecasting

- PESTLE analysis for HR
- SWOT analysis in HR context
- Labour market trends and demographics
- Forecasting methods: trend analysis, regression, scenario planning
- Data sources and collection methods

Day 3: Demand and Supply Analysis

- Demand forecasting: workload analysis, ratio analysis
- Supply analysis: skills inventory, succession planning
- Gap analysis: surplus and deficit scenarios
- Workforce analytics tools and dashboards
- Case study: demand-supply matching

Day 4: Job Analysis and Competency Modelling

- Job analysis methods: observation, interviews, questionnaires
- Writing job descriptions and specifications
- Competency frameworks and levels
- Mapping competencies to business goals
- Practical exercise: creating a competency model

Day 5: Recruitment and Selection Planning

- Recruitment planning: internal vs external sourcing
- Employer branding and talent attraction
- Selection methods: interviews, assessments, psychometrics
- Legal and ethical considerations in SA
- Budgeting for recruitment

Day 6: Training and Development Planning

- Training needs analysis (TNA)
- Learning and development strategies
- Career pathing and succession planning
- Skills development legislation (SDA, SETAs)
- Measuring training outcomes

Day 7: Performance Management and Retention Planning

- Performance management systems
- Key performance indicators (KPIs) and balanced scorecard
- Retention strategies: rewards, culture, career growth
- Turnover analysis and cost of attrition

- Employee engagement surveys

Day 8: Implementation and Change Management

- Project management for HR initiatives
- Change management models (Kotter, ADKAR)
- Stakeholder engagement and communication
- Risk management in HR planning
- Agile HR planning approaches

Day 9: Evaluation, Reporting, and Continuous Improvement

- HR metrics and KPIs (e.g., time-to-fill, cost-per-hire)
- ROI calculation for HR initiatives
- Reporting formats and presentation skills
- Benchmarking and best practices
- Action planning for future cycles

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 **12 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 36,600.00	R 36,600.00
1	In-House	R 47,600.00	R 47,600.00
1	On-Campus (Pretoria)	R 55,000.00	R 55,000.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	20 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	21 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	21 Aug 2026	On-Campus	Mauritius
12 Aug 2026	24 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	25 Aug 2026	On-Campus	Dubai, UAE
14 Aug 2026	26 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	27 Aug 2026	On-Campus	Durban, South Africa
18 Aug 2026	28 Aug 2026	On-Campus	Shenzhen, China

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 252393) 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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