



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

Extension and Development Project Design and Management

Agriculture and Nature Conservation / Primary Agriculture

Unit Standard 252596 · NQF Level 7 · 20 Credits · 17 Days

COURSE OVERVIEW

This course equips learners with the competencies to design, implement, integrate, and manage extension and development projects and programmes. It focuses on practical skills for planning, executing, and evaluating projects that drive sustainable community and organisational development.

Category	Agriculture and Nature Conservation
Subfield	Primary Agriculture
Unit Standard	252596
Accreditation	SAQA Accredited · NQF Level 7 · 20 Credits
Duration	17 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Design comprehensive extension and development projects and programmes aligned with stakeholder needs and organisational goals.
- Implement integrated project plans using appropriate tools and methodologies.
- Manage project resources, timelines, and risks effectively to ensure successful delivery.
- Evaluate project outcomes against objectives and propose improvements for future initiatives.
- Apply participatory approaches to engage communities and stakeholders throughout the project lifecycle.
- Demonstrate ethical and sustainable practices in project design and management.

WHO SHOULD ATTEND

- This course is intended for project managers, extension officers, development practitioners, and coordinators involved in designing and managing extension or development projects in public, private, or non-profit sectors.

COURSE OUTLINE

Day 1: Introduction to Development and Extension

- Definition and scope of development and extension
- Historical background and evolution
- Principles of participatory development
- Linkages between extension, research, and farming communities
- Overview of project lifecycle

Day 2: Needs Assessment and Problem Analysis

- Participatory methods: focus groups, transect walks, mapping
- Stakeholder identification and analysis
- Problem tree and objective tree techniques
- Needs assessment tools and surveys
- Prioritisation of needs

Day 3: Project Design and Logical Framework

- Logical Framework Approach (LFA)
- Hierarchy of objectives: goal, purpose, outputs, activities
- Assumptions and risks in the logframe
- Indicators and means of verification
- Activity scheduling and work breakdown structure

Day 4: Budgeting and Resource Mobilisation

- Budget categories: personnel, equipment, operations
- Cost estimation techniques
- Funding sources: donors, government, community contributions
- Grant proposal writing essentials
- Monitoring budget expenditure

Day 5: Project Implementation and Management

- Implementation plan development
- Roles and responsibilities: RACI chart
- Gantt charts and milestone tracking
- Communication plan
- Team management and leadership

Day 6: Monitoring and Evaluation (M&E) Frameworks

- M&E; plan components
- Process, output, outcome, and impact indicators
- Data collection methods: surveys, interviews, observation
- Baseline and endline surveys
- Reporting and feedback loops

Day 7: Participatory Monitoring and Evaluation

- Participatory M&E; principles
- Tools: community scorecards, participatory impact diagrams
- Data analysis and interpretation
- Feedback mechanisms

- Empowerment through M&E;

Day 8: Risk Management and Sustainability

- Risk identification and assessment matrix
- Mitigation and contingency planning
- Sustainability dimensions: social, economic, environmental
- Exit strategies and phase-out plans
- Environmental impact assessment basics

Day 9: Communication and Advocacy in Extension

- Communication models and barriers
- Extension methods: demonstrations, field days, farmer field schools
- Advocacy planning and lobbying
- Use of radio, mobile apps, social media
- Participatory communication

Day 10: Gender and Social Inclusion in Projects

- Gender analysis frameworks
- Gender mainstreaming in project cycle
- Inclusion of youth, elderly, disabled
- Social equity tools
- Case studies on inclusive projects

Day 11: Project Reporting and Documentation

- Report structure: narrative, financial, technical
- Lessons learned documentation
- Case study writing
- Success story formats
- Reporting to donors and stakeholders

Day 12: Financial Management and Accountability

- Financial management systems
- Budget tracking and variance analysis
- Financial reporting standards
- Audit procedures
- Anti-corruption measures

Day 13: Partnership and Stakeholder Engagement

- Partnership principles and types
- Memoranda of understanding
- Multi-stakeholder dialogue
- Conflict resolution techniques
- Networking and collaboration

Day 14: Innovation and Technology in Extension

- E-extension and mobile apps
- Remote sensing and GIS basics
- Innovation platforms
- Technology adoption and diffusion
- Digital literacy for communities

Day 15: Project Evaluation and Impact Assessment

- Evaluation types: formative, summative, impact
- Sampling and data collection
- Impact indicators and attribution
- Cost-effectiveness analysis
- Evaluation reports

Day 16: Leadership and Team Building for Project Managers

- Leadership styles and situational leadership
- Team dynamics and motivation
- Conflict management models
- Change management
- Coaching and mentoring

Day 17: Capstone Project and Course Integration

- Capstone project guidelines
- Group work on project proposal
- Presentation skills
- Peer review and feedback
- Personal action plan for applying learning

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 **20 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 45,400.00	R 45,400.00
1	In-House	R 59,100.00	R 59,100.00
1	On-Campus (Pretoria)	R 68,100.00	R 68,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
21 Aug 2026	14 Sep 2026	On-Campus	Pretoria, South Africa
24 Aug 2026	15 Sep 2026	On-Campus	Durban, South Africa
25 Aug 2026	16 Sep 2026	On-Campus	Shenzhen, China
26 Aug 2026	17 Sep 2026	On-Campus	Harare, Zimbabwe
27 Aug 2026	18 Sep 2026	On-Campus	Bangkok, Thailand
28 Aug 2026	21 Sep 2026	On-Campus	Victoria Falls, Zimbabwe
28 Aug 2026	21 Sep 2026	On-Campus	Abu Dhabi, UAE
31 Aug 2026	22 Sep 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 252596) 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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