



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

Best Practice Mentoring and Accountability in Extension

Agriculture and Nature Conservation / Primary Agriculture

Unit Standard 252895 · NQF Level 6 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips extension practitioners with the skills to apply best practice principles, mentor colleagues, deliver effective training, and ensure accountability in extension services. Participants will learn to establish mentoring relationships, design training interventions, and implement accountability mechanisms to enhance service delivery.

Category	Agriculture and Nature Conservation
Subfield	Primary Agriculture
Unit Standard	252895
Accreditation	SAQA Accredited · NQF Level 6 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply best practice principles in extension service delivery.
- Establish and maintain effective mentoring relationships.
- Design and deliver training interventions tailored to extension contexts.
- Implement accountability mechanisms to monitor and evaluate extension activities.
- Analyze the impact of mentoring and training on extension outcomes.
- Evaluate own practice against best practice standards.

WHO SHOULD ATTEND

- Extension officers, agricultural advisors, community development workers, and other professionals involved in extension services who seek to improve their mentoring, training, and accountability practices.

COURSE OUTLINE

Day 1: Foundations of Mentoring and Accountability

- Definitions: mentoring, accountability, extension.
- Historical context and evolution of mentoring in agriculture.
- Key principles of effective mentoring.
- Accountability frameworks in extension services.
- Distinguishing mentoring from coaching, counselling, and training.
- Case studies: successful mentoring models.

Day 2: Communication and Relationship Building

- Verbal and non-verbal communication in mentoring.
- Active listening and empathetic responses.
- Questioning techniques: open, closed, probing, reflective.
- Building trust and confidentiality.
- Cultural sensitivity and diversity considerations.
- Managing power dynamics and conflicts.

Day 3: Goal Setting and Action Planning

- SMART goal framework (Specific, Measurable, Achievable, Relevant, Time-bound).
- Creating mentoring agreements.
- Action planning templates and techniques.
- Monitoring progress and adjusting plans.
- Linking individual goals to organisational outcomes.
- Accountability check-ins and reporting.

Day 4: Mentoring Techniques and Models

- Overview of mentoring models: GROW, CLEAR, Situational Mentoring.
- Reflective practice: Kolb's learning cycle.
- Giving and receiving constructive feedback.
- Mentoring styles: directive, facilitative, collaborative.
- Adapting to mentee learning preferences.
- Handling challenging mentoring conversations.

Day 5: Accountability Systems and Reporting

- Accountability frameworks: results-based management.
- Developing key performance indicators (KPIs).
- Data collection methods for mentoring outcomes.
- Reporting formats and frequency.
- Ethical considerations: confidentiality, conflicts of interest.
- Case studies: accountability failures and successes.

Day 6: Evaluation and Continuous Improvement

- Evaluation models: Kirkpatrick, logic models.
- Tools: surveys, interviews, focus groups.
- Analysing qualitative and quantitative data.
- Using feedback for continuous improvement.
- Mentee self-assessment tools.

- Sustainability planning and knowledge transfer.

Day 7: Integration, Action Planning and Certification

- Creating a personal mentoring philosophy statement.
- Drafting a post-course implementation plan.
- Peer review and constructive critique.
- Mock assessment for unit standard 252895.
- Resources and networks for ongoing support.
- Course evaluation and certification.

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 **10 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 31,000.00	R 31,000.00
1	In-House	R 40,400.00	R 40,400.00
1	On-Campus (Pretoria)	R 46,500.00	R 46,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	18 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	20 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	21 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	24 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	24 Aug 2026	On-Campus	Mauritius
17 Aug 2026	25 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	25 Aug 2026	On-Campus	Dubai, UAE

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 252895) 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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