



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

Manage Defence Attaché Office as Mission Component

Law, Military Science and Security / Sovereignty of the State

Unit Standard 254486 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the competencies to effectively manage a Defence Attaché Office as an integral component of a diplomatic mission. It covers strategic planning, resource management, stakeholder liaison, and compliance with both national and international protocols, ensuring learners can operate efficiently within a defence diplomacy framework.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	254486
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply strategic planning principles to align the Defence Attaché Office's objectives with mission goals and national defence policies.
- Analyse the roles and responsibilities of the Defence Attaché within the broader diplomatic and defence community.
- Evaluate resource requirements and manage budgets, assets, and personnel to ensure operational effectiveness.
- Implement communication and liaison strategies to foster cooperation with host nation defence entities and international partners.
- Demonstrate compliance with host nation laws, diplomatic protocols, and South African defence regulations.
- Design reporting mechanisms to provide timely and accurate intelligence and administrative feedback to mission headquarters.

WHO SHOULD ATTEND

- This course is designed for military and civilian personnel appointed or aspiring to serve as Defence Attachés, Advisers, or senior support staff in defence mission offices.
- It is also suitable for embassy or high commission managers responsible for coordinating defence-related activities within a diplomatic setting.

COURSE OUTLINE

Day 1: Foundations of Defence Attaché Office Management

- Introduction to the Defence Attaché Office
- Legal and regulatory framework (SAQA, SANDF, diplomatic protocols)
- Stakeholder mapping: host nation, home defence headquarters, embassy
- Organisational structure and reporting lines
- Core functions: representation, liaison, reporting, protocol
- Ethics and professionalism in a diplomatic environment
- Overview of mission components and integration
- Key documentation and records management

Day 2: Operational Planning and Resource Management

- Operational planning cycle and processes
- Human resource management: recruitment, training, appraisal
- Financial management: budgeting, expenditure, auditing
- Logistics: procurement, inventory, transport, accommodation
- Physical and information security protocols
- Crisis management and contingency planning
- Communication systems and equipment management
- Record keeping and reporting requirements

Day 3: Diplomatic Engagement and Liaison

- Protocols for official engagements and visits
- Cross-cultural communication and negotiation skills
- Event management: receptions, ceremonies, conferences
- Briefing techniques: verbal and written reports
- Networking strategies and relationship building
- Handling sensitive information and diplomatic immunity
- Coordination with other mission components (political, economic)
- Managing visit programmes for senior officials

Day 4: Intelligence, Reporting, and Analysis

- Intelligence cycle and collection methods
- Open-source intelligence (OSINT) and official sources
- Analytical techniques: SWOT, PESTLE, trend analysis
- Report writing: structure, clarity, timeliness
- Security classification, handling, and dissemination
- Counter-intelligence awareness
- Legal and ethical considerations in intelligence work
- Coordination with home intelligence agencies

Day 5: Leadership, Integration, and Continuous Improvement

- Leadership styles and team management
- Performance measurement and balanced scorecard
- Change management in a diplomatic context
- Risk management and mitigation strategies
- Succession planning and staff development

- Integration with embassy and joint mission operations
- Final assessment: presenting an office management plan
- Course review and action planning

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 **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 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 254486) 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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