



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

Performance Management Mentoring for Employees

Law, Military Science and Security / Safety in Society

Unit Standard 256034 · NQF Level 6 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips employees with the skills to mentor colleagues through the performance management process, ensuring alignment with organisational goals and SAQA standards. Participants will learn to guide others in setting objectives, providing feedback, and conducting performance reviews effectively.

Category	Law, Military Science and Security
Subfield	Safety in Society
Unit Standard	256034
Accreditation	SAQA Accredited · NQF Level 6 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate an understanding of the performance management cycle and the mentor's role within it.
- Apply techniques to assist employees in setting SMART performance objectives aligned with organisational strategy.
- Evaluate performance data to provide constructive feedback and identify development areas.
- Implement mentoring strategies that promote continuous improvement and employee engagement.
- Analyze barriers to effective performance management and propose solutions.
- Design a personalised mentoring plan for an employee within the performance management framework.

WHO SHOULD ATTEND

- This course is designed for employees who are required to mentor or coach their peers in performance management, including team leaders, supervisors, and experienced staff members.

COURSE OUTLINE

Day 1: Foundations of Performance Management and Mentoring

- Overview of performance management: definitions and benefits.
- The performance management cycle: planning, monitoring, reviewing, rewarding.
- Introduction to mentoring vs. coaching vs. managing.
- Roles and responsibilities of a mentor in performance management.
- Ethical considerations and confidentiality in mentoring.

Day 2: Setting Performance Goals and Expectations

- SMART goal setting: specific, measurable, achievable, relevant, time-bound.
- Cascading goals: from organisational to individual.
- Creating performance standards and key performance indicators (KPIs).
- Developing a performance improvement plan (PIP).
- Communication techniques for setting expectations.

Day 3: Monitoring, Feedback, and Coaching

- Methods of monitoring performance: observations, reports, check-ins.
- Principles of effective feedback: timely, specific, balanced.
- The feedback conversation: structure and language.
- Coaching models (e.g., GROW) for performance improvement.
- Documentation and record-keeping best practices.

Day 4: Reviewing Performance and Managing Underperformance

- Preparing for performance review meetings.
- Conducting a structured review: self-assessment, discussion, rating.
- Handling difficult conversations: underperformance, grievances.
- Legal and policy considerations in performance management.
- Creating development plans and follow-up actions.

Day 5: Integrating Mentoring into Performance Management and Evaluation

- Building a mentoring culture within teams.
- Mentoring for career development and succession planning.
- Evaluating mentoring outcomes: feedback, metrics, success stories.
- Self-reflection and peer feedback on mentoring skills.
- Creating a personal action plan for continuous improvement.

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 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 25,300.00	R 25,300.00
1	In-House	R 32,900.00	R 32,900.00
1	On-Campus (Pretoria)	R 38,000.00	R 38,000.00

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 256034) 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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