



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

Directed Planning Behaviour for Corporate Professionals

Business, Commerce and Management Studies / Finance, Economics and Accounting

Unit Standard 256134 · NQF Level 1 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips corporate professionals with the ability to systematically plan and execute goal-directed activities in a structured manner. Learners will develop skills to set realistic objectives, sequence tasks logically, and monitor progress against defined milestones. The focus is on fostering a proactive, results-oriented mindset essential for operational effectiveness in any business environment.

Category	Business, Commerce and Management Studies
Subfield	Finance, Economics and Accounting
Unit Standard	256134
Accreditation	SAQA Accredited · NQF Level 1 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply directed planning principles to define clear, measurable objectives aligned with organisational goals.
- Analyze work contexts to identify critical tasks, dependencies, and resource requirements for effective planning.
- Design a step-by-step action plan that sequences activities logically and allocates resources appropriately.
- Implement monitoring mechanisms to track progress against the plan and adjust actions in response to deviations.
- Evaluate the effectiveness of the planning process and outcomes to inform future planning efforts.

WHO SHOULD ATTEND

- This course is designed for managers, team leaders, and professionals across all departments who need to enhance their planning capabilities.
- It is suitable for individuals responsible for driving projects, initiatives, or daily work activities that require deliberate and structured planning.

COURSE OUTLINE

Day 1: Foundations of Directed Planning Behaviour

- Introduction to directed planning behaviour
- Reactive vs. proactive planning
- Elements of a planning framework
- Organisational goals and their influence on planning
- Overview of planning models
- Barriers to effective planning
- Self-assessment of current planning habits

Day 2: Strategic Alignment and Goal Setting

- Strategic alignment principles
- SMART goal setting
- Prioritisation techniques (Eisenhower Matrix, MoSCoW)
- Cascading goals from organisational to individual level
- Tools for strategic alignment (OKRs, Balanced Scorecard)
- Case study: aligning plans with strategy

Day 3: Planning Processes and Techniques

- Planning process steps (define, analyse, develop, implement, review)
- Scheduling techniques (Gantt charts, critical path method)
- Resource allocation and budgeting
- Risk assessment and contingency planning
- Key performance indicators for planning
- Scenario planning exercises

Day 4: Implementation and Monitoring

- Execution strategies (delegation, communication)
- Monitoring tools (dashboards, status reports)
- Adaptive planning and course correction
- Building a planning culture in teams
- Feedback mechanisms for continuous improvement
- Role-play: handling planning deviations

Day 5: Integration and Application

- Integrating tools and techniques into a personal system
- Directed planning project presentation
- Peer review and feedback
- Personal action plan development
- Measuring planning impact on corporate performance
- Course wrap-up and certification criteria

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 1**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 23,000.00	R 23,000.00
1	In-House	R 29,900.00	R 29,900.00
1	On-Campus (Pretoria)	R 34,500.00	R 34,500.00

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 256134) 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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