



## 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

# Interpret and Implement Instructions Effectively

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

Unit Standard 256154 · NQF Level 1 · 8 Credits · 5 Days

## COURSE OVERVIEW

This course equips learners with the skills to accurately interpret written and verbal instructions and implement them effectively in the workplace. Participants will learn to clarify expectations, identify key action points, and execute tasks in alignment with organisational requirements.

|                 |                                           |
|-----------------|-------------------------------------------|
| Category        | Business, Commerce and Management Studies |
| Subfield        | Finance, Economics and Accounting         |
| Unit Standard   | 256154                                    |
| 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

- Interpret a range of written and verbal instructions to determine required actions and outcomes.
- Apply techniques to clarify ambiguous instructions through questioning and paraphrasing.
- Implement instructions by planning and sequencing tasks in a logical order.
- Evaluate own implementation against given instructions to identify deviations and corrective actions.
- Demonstrate effective communication when confirming understanding of instructions with relevant stakeholders.
- Analyse the impact of incorrect implementation on organisational processes and propose improvements.

## WHO SHOULD ATTEND

- This course is ideal for entry-level to mid-level employees, team leaders, and supervisors who need to follow and execute instructions accurately in their daily work.

## COURSE OUTLINE

### Day 1: Understanding Instructions and Communication

- Types of instructions: verbal, written, visual.
- Communication process and barriers.
- Importance of clarity and precision.
- Context and audience analysis.
- Active listening techniques.
- Questioning for clarification.
- Overview of relevant legislation (e.g., OHSA).
- Introduction to standard operating procedures (SOPs).

### Day 2: Reading and Interpreting Written Instructions

- Structure of written instructions: headings, steps, warnings.
- Technical vocabulary and acronyms.
- Decoding complex sentences and sequences.
- Using glossaries and reference materials.
- Paraphrasing and summarising.
- Common pitfalls in interpretation.
- Practice with sample SOPs and manuals.

### Day 3: Implementing Instructions in Practical Tasks

- Step-by-step execution of procedures.
- Sequencing and prioritising tasks.
- Checking for consistency and completeness.
- Handling ambiguous or incomplete instructions.
- Safety compliance when following instructions.
- Time management and resource allocation.
- Group exercises with real-world scenarios.

### Day 4: Verifying and Documenting Implementation

- Verification methods: inspection, testing, peer review.
- Documentation: logs, reports, deviation notes.
- Quality assurance checklists.
- Providing constructive feedback.
- Continuous improvement of instructions.
- Case studies on instruction errors.
- Role-play: reporting to supervisor.

### Day 5: Integration and Assessment

- Simulated workplace scenario.
- Independent task execution.
- Self-assessment and reflection.
- Peer evaluation.
- Final assessment: written test and practical demonstration.
- Course review and feedback.
- Action plan for ongoing development.

## 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                      |
|-------------|-------------|-----------|----------------------------|
| 03 Aug 2026 | 07 Aug 2026 | On-Campus | Pretoria, South Africa     |
| 03 Aug 2026 | 07 Aug 2026 | On-Campus | Dubai, UAE                 |
| 03 Aug 2026 | 07 Aug 2026 | On-Campus | Cape Town, South Africa    |
| 03 Aug 2026 | 07 Aug 2026 | On-Campus | Mauritius                  |
| 03 Aug 2026 | 07 Aug 2026 | On-Campus | Johannesburg, South Africa |
| 03 Aug 2026 | 07 Aug 2026 | On-Campus | Lagos, Nigeria             |
| 10 Aug 2026 | 14 Aug 2026 | On-Campus | Mauritius                  |
| 10 Aug 2026 | 14 Aug 2026 | On-Campus | Cape Town, 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](http://www.aaticd.co.za), open the page for this course (Unit Standard 256154) 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](mailto: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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