



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

Briefing and Debriefing Session Facilitation

Law, Military Science and Security / Safety in Society

Unit Standard 258017 · NQF Level 5 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to effectively plan, conduct, and evaluate briefing and debriefing sessions in a workplace context. Participants will learn to communicate critical information clearly, facilitate group discussions, and ensure that team members understand objectives and lessons learned.

Category	Law, Military Science and Security
Subfield	Safety in Society
Unit Standard	258017
Accreditation	SAQA Accredited · NQF Level 5 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Plan and prepare for briefing and debriefing sessions by identifying objectives, participants, and required resources.
- Conduct briefing sessions to convey information clearly and ensure understanding of roles, responsibilities, and expectations.
- Facilitate debriefing sessions to review performance, identify lessons learned, and promote continuous improvement.
- Apply questioning and listening techniques to encourage participation and gather feedback during sessions.
- Evaluate the effectiveness of briefing and debriefing sessions and implement improvements based on feedback.
- Demonstrate professionalism and ethical conduct when facilitating group discussions.

WHO SHOULD ATTEND

- This course is designed for team leaders, supervisors, project managers, and any professionals responsible for communicating operational information or facilitating team feedback sessions.

COURSE OUTLINE

Day 1: Foundations of Briefing and Debriefing Facilitation

- Introduction to briefing and debriefing: definitions, purposes, and benefits
- The briefing and debriefing cycle: planning, execution, and follow-up
- Roles and responsibilities of the facilitator
- Communication skills: active listening, questioning, and paraphrasing
- Managing group dynamics: handling conflict and encouraging participation
- Giving and receiving constructive feedback
- Structuring a briefing and debriefing session: agenda, timeframes, and outcomes
- Assessing session effectiveness: key performance indicators and reflection

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 **3 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,400.00	R 13,400.00
1	In-House	R 17,400.00	R 17,400.00
1	On-Campus (Pretoria)	R 20,200.00	R 20,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	10 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Mauritius
11 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	17 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	18 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 258017) 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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