



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

Categorise and Present Information for Intended Outcomes

Business, Commerce and Management Studies / Generic Management

Unit Standard 259943 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to categorise and present information effectively to achieve specific outcomes. Participants will learn to analyse data, structure information logically, and communicate findings in a clear, impactful manner. The focus is on practical application in a business context to support decision-making and reporting.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	259943
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 classification principles to categorise information according to predefined criteria.
- Analyse information to identify patterns, trends, and key points relevant to the intended outcome.
- Evaluate the accuracy and relevance of information sources before presentation.
- Design structured presentations of information using appropriate formats and tools.
- Implement presentation techniques to convey information clearly and concisely.
- Demonstrate the ability to tailor information presentation to different audiences and purposes.

WHO SHOULD ATTEND

- This course is ideal for administrative staff, data clerks, junior managers, and any professionals who need to organise and present information as part of their daily work responsibilities.

COURSE OUTLINE

Day 1: Foundations of Information Categorisation

- Introduction to information management concepts
- Types of information: primary, secondary, quantitative, qualitative
- Principles of categorisation and classification
- Identifying target audiences and their needs
- Overview of presentation formats (reports, tables, graphs)

Day 2: Structuring and Analysing Information

- Frameworks for organising information (mind maps, outlines)
- Techniques for data analysis: sorting, filtering, grouping
- Identifying main ideas and supporting details
- Criteria for evaluating information quality
- Practical exercise: categorising a sample dataset

Day 3: Presentation Methods and Visual Communication

- Overview of presentation methods: verbal, written, visual
- Design principles: simplicity, consistency, emphasis
- Creating charts, graphs, and tables in spreadsheet software
- Using presentation software (PowerPoint) effectively
- Practical exercise: designing a visual presentation

Day 4: Tailoring Information for Intended Outcomes

- Identifying intended outcomes: decision-making, reporting, training
- Adapting language and detail for technical vs. non-technical audiences
- Techniques for summarising and highlighting key points
- Reviewing and revising presentations based on feedback
- Case studies: successful information presentations

Day 5: Integration and Assessment

- Capstone project: categorise and present a complex information set
- Peer review and constructive feedback
- Assessment of outcomes against unit standard requirements
- Reflection on learning and continuous improvement
- Action planning for workplace implementation

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
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, open the page for this course (Unit Standard 259943) 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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