



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

Analytic Perception in the Workplace

Business, Commerce and Management Studies / Generic Management

Unit Standard 259944 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the ability to systematically observe, interpret, and apply analytical reasoning to workplace situations. It focuses on developing critical thinking and perception skills to enhance decision-making and problem-solving in diverse professional contexts.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	259944
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 analytical techniques to interpret workplace data and information.
- Analyze patterns and trends in workplace scenarios to identify underlying issues.
- Evaluate the relevance and reliability of information sources in decision-making.
- Demonstrate the ability to perceive and articulate multiple perspectives in a given context.
- Implement strategies to enhance perceptual accuracy and reduce bias in workplace analysis.
- Design action plans based on analytical findings to improve workplace processes.

WHO SHOULD ATTEND

- This course is designed for employees at all levels who need to improve their analytical and perceptual abilities to make informed decisions and solve problems effectively in the workplace.

COURSE OUTLINE

Day 1: Foundations of Analytic Perception

- Introduction to analytic perception: concepts and importance.
- The perceptual process: sensing, selecting, organising, interpreting.
- Common cognitive biases (confirmation, anchoring, availability).
- Perceptual filters: culture, experience, emotion.
- Observation vs. inference: avoiding premature conclusions.
- The role of curiosity and open-mindedness.
- Self-assessment: personal perceptual tendencies.
- Journaling exercise: recording observations without interpretation.

Day 2: Data Gathering and Sensory Awareness

- Structured observation methods: checklists, logs, video review.
- Sensory acuity: visual, auditory, kinaesthetic cues.
- Separating facts from opinions in data collection.
- The 'five whys' technique for deeper insight.
- Environmental scanning: recognising patterns and anomalies.
- Note-taking frameworks for objective recording.
- Practice: observing a simulated workplace scenario.
- Debrief: comparing observations among peers.

Day 3: Analytical Thinking and Pattern Recognition

- Introduction to analytical frameworks: SWOT, fishbone, flowcharts.
- Pattern recognition: identifying recurring themes and outliers.
- Critical thinking: questioning assumptions and sources.
- Evidence evaluation: reliability, validity, bias.
- Root cause analysis: moving from symptoms to causes.
- Case study: workplace incident analysis.
- Group exercise: pattern mapping from a dataset.
- Discussion: common pitfalls in pattern recognition.

Day 4: Decision-Making and Problem Solving

- Decision-making models: rational, intuitive, creative.
- Using perceptual data to inform choices.
- Problem-solving steps: define, analyse, generate, select, implement.
- Communicating observations: reports, presentations, feedback.
- Overcoming perceptual blind spots in teams.
- Role-play: presenting findings to management.
- Peer review: critiquing analytical reports.
- Reflection: how perception influenced past decisions.

Day 5: Practical Integration and Continuous Improvement

- Comprehensive simulation: full-cycle analytic perception exercise.
- Team-based problem solving using perceptual techniques.
- Creating a perceptual development plan: goals, strategies, review.
- Measuring improvement: self-assessment and feedback loops.
- Continuous learning resources: books, courses, communities.

- Final assessment: case study analysis and presentation.
- Course review and Q&A.;
- Certification and closure.

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 259944) 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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