



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

Corporate Services Management for Missions

Law, Military Science and Security / Sovereignty of the State

Unit Standard 259977 · NQF Level 6 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips mission managers and corporate services professionals with the skills to effectively manage the corporate services of a mission, including administrative, financial, and logistical functions. It focuses on strategic alignment, resource optimization, and compliance with relevant policies and regulations to support the mission's objectives. Participants will learn to integrate corporate services seamlessly into mission operations for enhanced efficiency and effectiveness.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	259977
Accreditation	SAQA Accredited · NQF Level 6 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply strategic planning principles to align corporate services with mission objectives.
- Analyze financial and administrative processes to ensure compliance and efficiency.
- Evaluate resource allocation and utilization to optimize mission operations.
- Design policies and procedures for effective corporate services management.
- Implement monitoring and reporting mechanisms to track service delivery.
- Demonstrate leadership in managing cross-functional teams and stakeholder relationships.

WHO SHOULD ATTEND

- This course is designed for mission managers, corporate services managers, and senior administrative officers responsible for overseeing the corporate services functions within a diplomatic or international mission.

COURSE OUTLINE

Day 1: Foundations of Corporate Services Management

- Introduction to corporate services management in missions
- Core functions: HR, finance, procurement, facilities, IT, and communications
- Legal and regulatory compliance: SAQA, PFMA, labour legislation
- Strategic alignment of corporate services with mission objectives
- Resource planning and budgeting fundamentals
- Stakeholder identification and engagement
- Risk management basics in corporate services
- Ethics and governance in the public sector

Day 2: Advanced Application and Integration

- Performance management and key performance indicators (KPIs)
- Service Level Agreements (SLAs) and vendor management
- Quality assurance frameworks and audit readiness
- Change management and innovation in corporate services
- Financial management and procurement best practices
- Human resource planning and talent management
- Technology and digital transformation in corporate services
- Case studies and scenario-based problem solving

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 **5 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 16,900.00	R 16,900.00
1	In-House	R 22,000.00	R 22,000.00
1	On-Campus (Pretoria)	R 25,400.00	R 25,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	11 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	13 Aug 2026	On-Campus	Mauritius
18 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	19 Aug 2026	On-Campus	Durban, 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 259977) 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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