



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

Human Resource Management for Missions

Law, Military Science and Security / Sovereignty of the State

Unit Standard 259978 · NQF Level 6 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the competencies to manage human resources effectively within a mission-driven context. It focuses on planning, organizing, and directing personnel activities to achieve strategic objectives while ensuring compliance with South African labour legislation.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	259978
Accreditation	SAQA Accredited · NQF Level 6 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply human resource management principles to align personnel practices with mission objectives.
- Analyze workforce needs and develop staffing plans that support organisational goals.
- Implement performance management systems to enhance team productivity and accountability.
- Evaluate employee relations issues and apply conflict resolution techniques.
- Design training and development initiatives that build capacity for mission success.
- Demonstrate compliance with relevant labour laws and ethical standards.

WHO SHOULD ATTEND

- This course is designed for managers, team leaders, and HR practitioners operating in mission-oriented organisations such as NGOs, government departments, and corporate social responsibility units.

COURSE OUTLINE

Day 1: Foundations of Human Resource Management in Missions

- Introduction to HRM: definitions, functions, and objectives
- The mission organisation as a unique workplace
- Key differences between for-profit, non-profit, and mission HR
- The HR cycle: planning, recruitment, selection, onboarding, performance, retention, exit
- Legal and ethical foundations in South Africa and cross-cultural settings
- The role of HR in fulfilling the mission's purpose
- Overview of the unit standard 259978 outcomes

Day 2: Strategic HR Planning and Job Analysis

- Linking HR planning to the mission's strategic plan
- Demand and supply forecasting for mission staff
- Job analysis methods: observation, interviews, questionnaires
- Writing effective job descriptions and person specifications
- Role of volunteers, interns, and short-term workers
- Diversity management in multicultural teams
- Succession planning in mission organisations

Day 3: Recruitment and Selection in a Mission Context

- Sourcing candidates: internal, external, networks, churches
- Employer branding for mission organisations
- Application screening and shortlisting
- Competency-based interviewing techniques
- Assessing spiritual fit, character, and resilience
- Reference checking and background screening
- Legal compliance: Labour Relations Act, Employment Equity Act
- Making the offer and managing candidate expectations

Day 4: Onboarding, Training, and Development

- The importance of onboarding in mission settings
- Components of a comprehensive orientation: mission history, values, policies, safety
- Mentoring and buddy systems
- Training needs analysis: organisational, task, and individual
- Designing training for cross-cultural competence and technical skills
- Evaluating training effectiveness using Kirkpatrick's model
- Career development and spiritual formation pathways

Day 5: Performance Management and Employee Relations

- Performance management vs. performance appraisal
- Setting SMART objectives aligned to mission
- Continuous feedback and coaching
- Conducting fair and constructive appraisals
- Managing underperformance: corrective action and support
- Grievance and disciplinary procedures
- Conflict resolution in multicultural teams
- Building a culture of trust, accountability, and grace

Day 6: Compensation, Benefits, and Retention

- Principles of compensation in mission organisations: equity, sufficiency, stewardship
- Salary benchmarking and setting pay scales
- Benefits: housing, medical, retirement, education for children
- Managing expatriate packages and tax implications
- Non-monetary recognition and rewards
- Retention strategies: purpose, community, growth, support
- Addressing burnout: sabbaticals, counselling, workload management
- Exit interviews and managing turnover

Day 7: HR Governance, Compliance, and Integration

- Overview of South African labour legislation: BCEA, LRA, EEA, SDA, OHSA
- Application of labour law to mission organisations
- Drafting HR policies: code of conduct, leave, discipline, health & safety
- Record keeping and data protection (POPIA)
- Risk management and insurance for mission staff
- Integrating HR with finance and operations
- Developing an HR strategy and implementation plan
- Course review and action planning

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 **10 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 31,000.00	R 31,000.00
1	In-House	R 40,400.00	R 40,400.00
1	On-Campus (Pretoria)	R 46,500.00	R 46,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	20 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Mauritius
13 Aug 2026	21 Aug 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	24 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	25 Aug 2026	On-Campus	Abu Dhabi, UAE
18 Aug 2026	26 Aug 2026	On-Campus	Durban, South Africa
19 Aug 2026	27 Aug 2026	On-Campus	Shenzhen, China

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 259978) 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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