



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

Life Skills for Personal and Professional Success

Health Sciences and Social Services / Preventive Health

Unit Standard 260478 · NQF Level 2 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with practical life skills to navigate personal and professional challenges effectively. It covers self-management, communication, problem-solving, and interpersonal skills essential for success in the workplace and daily life.

Category	Health Sciences and Social Services
Subfield	Preventive Health
Unit Standard	260478
Accreditation	SAQA Accredited · NQF Level 2 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply self-management techniques to enhance personal productivity and well-being.
- Demonstrate effective communication skills in various interpersonal contexts.
- Analyze personal values and goals to align them with professional objectives.
- Implement problem-solving strategies to address everyday challenges.
- Evaluate the impact of stress and apply coping mechanisms.
- Apply basic financial literacy skills to manage personal resources.

WHO SHOULD ATTEND

- Individuals seeking to enhance their personal effectiveness and professional competence.
- Suitable for entry-level employees, job seekers, and anyone looking to improve their life management skills.

COURSE OUTLINE

Day 1: Foundations of Personal and Professional Life Skills

- Introduction to life skills: definition, categories, and relevance.
- Self-awareness and self-management: identifying strengths, weaknesses, and values.
- Emotional intelligence: understanding and managing emotions.
- Effective communication: verbal and non-verbal skills, active listening.
- Interpersonal skills: building relationships, empathy, and assertiveness.
- Time management and goal setting: prioritisation and planning.
- Stress management: identifying stressors and coping strategies.
- Problem-solving and decision-making: basic frameworks.

Day 2: Advanced Application and Integration for Success

- Leadership skills: motivating others, delegation, and leading by example.
- Teamwork: collaboration, roles, and group dynamics.
- Conflict resolution: approaches and mediation techniques.
- Negotiation skills: preparing, bargaining, and closing.
- Professional etiquette and workplace ethics.
- Career planning: personal branding, networking, and interview skills.
- Resilience and adaptability: coping with change and setbacks.
- Creating a personal development plan.

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 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,400.00	R 15,400.00
1	In-House	R 20,000.00	R 20,000.00
1	On-Campus (Pretoria)	R 23,100.00	R 23,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	18 Aug 2026	On-Campus	Shenzhen, China
17 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 260478) 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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