



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

Business Management

Custom Courses / Administration and Secretarial

Unit Standard AATICD-0019 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with foundational business management skills necessary to plan, organise, lead, and control resources effectively within a South African corporate context. Participants will gain practical tools to improve decision-making and operational efficiency.

Category	Custom Courses
Subfield	Administration and Secretarial
Unit Standard	AATICD-0019
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply fundamental management principles to plan, organise, lead, and control business activities.
- Analyse internal and external business environments to identify opportunities and risks.
- Evaluate organisational structures and recommend improvements for efficiency.
- Implement basic financial management techniques including budgeting and cost control.
- Demonstrate effective communication and interpersonal skills in a management role.
- Design simple operational plans to achieve business objectives.

WHO SHOULD ATTEND

- Aspiring managers, team leaders, supervisors, and small business owners seeking to enhance their management capabilities and advance their careers.

COURSE OUTLINE

Day 1: Introduction to Business Management

- What is business management?
- The four functions of management: planning, organising, leading, controlling
- Types of business organisations: sole trader, partnership, company, etc.
- The role of managers at different levels
- Introduction to strategic management
- The internal and external business environment
- Stakeholders and their interests
- Ethical considerations in business

Day 2: Planning and Organising

- The planning process: mission, vision, goals, objectives
- SWOT analysis and environmental scanning
- SMART goal setting
- Types of plans: strategic, tactical, operational
- Organisational design: functional, divisional, matrix structures
- Authority, responsibility, and delegation
- Span of control and chain of command
- Introduction to project planning

Day 3: Leading and Controlling

- Leadership vs management
- Leadership styles: autocratic, democratic, laissez-faire
- Motivation theories: Maslow, Herzberg, Expectancy
- Effective communication in organisations
- Team dynamics and conflict resolution
- The control process: standards, measurement, correction
- Types of control: feedforward, concurrent, feedback
- Performance appraisal and corrective action

Day 4: Human Resources and Operations Management

- Human resource planning and job analysis
- Recruitment and selection processes
- Training and development
- Performance management and compensation
- Labour relations and South African labour law basics
- Operations management: input-transformation-output model
- Quality management: TQM, Six Sigma basics
- Inventory management: EOQ, JIT

Day 5: Financial Management and Strategic Integration

- Introduction to financial management
- Understanding financial statements: income statement, balance sheet, cash flow
- Budgeting and cash flow management
- Break-even analysis
- Costing and pricing strategies

- Strategic integration: aligning functions with strategy
- Business case development and presentation
- Course review and assessment

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 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
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe

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 AATICD-0019) 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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