



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Certified Training Manager

Custom Courses / Human Resources and Training

Unit Standard AATICD-0061 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips training professionals with the competencies to manage training functions effectively within an organisation. Participants will learn to design, implement, and evaluate training programmes that align with strategic goals, ensuring compliance with SAQA and quality assurance requirements.

Category	Custom Courses
Subfield	Human Resources and Training
Unit Standard	AATICD-0061
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 principles of adult learning and training needs analysis to identify skills gaps.
- Design training programmes that align with organisational objectives and SAQA standards.
- Implement training interventions using appropriate methodologies and resources.
- Evaluate the effectiveness of training programmes through assessment and feedback mechanisms.
- Demonstrate leadership in managing training teams and stakeholder relationships.
- Analyse training data to inform continuous improvement and strategic decision-making.

WHO SHOULD ATTEND

- This course is designed for training managers, learning and development coordinators, and HR professionals responsible for overseeing training operations in corporate or public sector environments.

COURSE OUTLINE

Day 1: Foundations of Training Management

- Introduction to training management
- The training management cycle
- SAQA, NQF, and unit standards overview
- Strategic alignment of training
- Roles and competencies of a training manager
- Overview of legislation (Skills Development Act, SDA)
- Ethical considerations in training

Day 2: Training Needs Analysis and Curriculum Design

- Training needs analysis methods (organisational, task, individual)
- Defining learning outcomes and unit standard alignment
- Curriculum design models (ADDIE, SAM)
- Lesson planning and sequencing
- Adult learning theories (Andragogy, Kolb)
- Selecting instructional methods and materials

Day 3: Training Delivery and Facilitation Skills

- Facilitation vs. presentation skills
- Creating a positive learning environment
- Managing group dynamics and difficult behaviours
- Formative assessment techniques
- Use of technology in training delivery
- Communication and questioning skills
- Time management during sessions

Day 4: Assessment, Moderation, and Quality Assurance

- Principles of assessment (validity, reliability, fairness)
- Assessment methods and instruments
- Moderation and standardisation processes
- Internal and external quality assurance
- Managing assessment records and evidence
- Feedback and reporting on assessment results
- Continuous improvement of training

Day 5: Strategic Training Management and Practical Integration

- Training planning and budgeting
- Evaluating training effectiveness (Kirkpatrick, ROI)
- Developing a training management system
- Change management and stakeholder engagement
- Reporting to management and SETAs
- Action planning for workplace implementation

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
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
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK

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-0061) 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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