



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

HR Skills for Non-HR Professionals

Custom Courses / Human Resources and Training

Unit Standard AATICD-0073 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips non-HR professionals with essential human resource management skills to effectively handle people-related issues in their roles. Participants will learn to apply key HR principles such as recruitment, performance management, and employment law compliance, enabling them to contribute to a productive and legally compliant workplace.

Category	Custom Courses
Subfield	Human Resources and Training
Unit Standard	AATICD-0073
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 HR principles to manage employee performance and conduct.
- Demonstrate understanding of key South African employment laws and their implications.
- Implement fair and effective recruitment and selection processes.
- Analyze and address common workplace conflict and disciplinary issues.
- Evaluate training and development needs to support team growth.
- Communicate HR policies and procedures clearly to team members.

WHO SHOULD ATTEND

- This course is designed for managers, team leaders, supervisors, and any professionals who are not HR specialists but are responsible for managing or interacting with staff.

COURSE OUTLINE

Day 1: Understanding the HR Landscape

- Introduction to HR: purpose and strategic value
- Overview of HR functions: recruitment, performance management, training, employee relations
- South African labour legislation: BCEA, LRA, EE, SDA
- Ethical considerations and confidentiality in HR
- Roles and responsibilities of line managers vs HR

Day 2: Recruitment and Selection Fundamentals

- Workforce planning and job analysis
- Components of a job description and person specification
- Sourcing candidates: internal vs external methods
- Structured interview techniques and competency-based questions
- Selection criteria and avoiding bias
- Induction and onboarding best practices

Day 3: Performance Management and Feedback

- Performance management vs performance appraisal
- Setting SMART goals and aligning with organisational objectives
- Continuous feedback and coaching
- The SBI (Situation-Behaviour-Impact) feedback model
- Conducting effective performance reviews
- Managing underperformance: PIPs and disciplinary processes

Day 4: Employee Relations and Conflict Resolution

- Understanding employee relations and organisational culture
- Conflict resolution styles and mediation skills
- Grievance handling: procedure and documentation
- Disciplinary process: warnings, hearings, and dismissals
- Addressing harassment, discrimination, and bullying
- Building a positive work environment

Day 5: Integrating HR Skills into Daily Practice

- Case studies: applying HR skills across the employee lifecycle
- Action planning for non-HR managers
- Change management and employee engagement
- HR metrics and reporting for line managers
- Personal HR toolkit: templates, checklists, and resources
- Course wrap-up 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
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-0073) 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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