



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

Developing an Accountability Mindset

Custom Courses / Leadership and Management

Unit Standard AATICD-0079 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the mindset and practical tools to take full ownership of their actions, decisions, and results. Participants will understand the difference between accountability and blame, and learn how to foster a culture of responsibility in the workplace. The course empowers individuals to set clear commitments, follow through consistently, and respond constructively to feedback and setbacks.

Category	Custom Courses
Subfield	Leadership and Management
Unit Standard	AATICD-0079
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

- Define accountability and distinguish it from blame, responsibility, and victim mentality.
- Apply a personal accountability framework to set clear commitments and track progress.
- Analyze personal and team accountability gaps using structured self-assessment tools.
- Demonstrate ownership of outcomes by proactively addressing challenges and seeking feedback.
- Implement strategies to foster a culture of accountability within teams and across departments.
- Evaluate the impact of accountability on trust, performance, and organisational results.

WHO SHOULD ATTEND

- This course is designed for employees at all levels who want to enhance their personal effectiveness and contribute to a high-performance culture.
- It is especially relevant for team leaders, supervisors, and managers seeking to model accountability and drive team ownership.

COURSE OUTLINE

Day 1: Foundations of Accountability

- What is accountability?
- Accountability vs. responsibility
- The accountability ladder
- Common excuses and how to overcome them
- The role of ownership in personal and professional growth

Day 2: Self-Awareness and Ownership

- Self-assessment of accountability
- The power of choice and ownership
- Setting clear expectations and commitments
- Effective communication for accountability
- Dealing with setbacks and learning from mistakes

Day 3: Accountability in Teams

- Team dynamics and shared accountability
- Giving and receiving feedback
- Peer accountability processes
- Building trust through reliability
- Addressing accountability issues without blame

Day 4: Systems and Tools for Accountability

- Goal setting for accountability
- Tracking progress and measuring results
- Creating accountability partnerships
- Technology tools for task management
- Developing accountability habits

Day 5: Sustaining an Accountability Mindset

- Action planning for sustained accountability
- Case studies: accountability in action
- Overcoming recurring challenges
- The ripple effect of accountability
- Course review and commitment ceremony

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 17,700.00	R 17,700.00
1	In-House	R 23,100.00	R 23,100.00
1	On-Campus (Pretoria)	R 26,700.00	R 26,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK
07 Sep 2026	11 Sep 2026	On-Campus	Mauritius
07 Sep 2026	11 Sep 2026	On-Campus	Pretoria, South Africa
07 Sep 2026	11 Sep 2026	On-Campus	Abu Dhabi, UAE
07 Sep 2026	11 Sep 2026	On-Campus	Harare, 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-0079) 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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