



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

Enhanced Leadership Skills and Administration

Custom Courses / Leadership and Management

Unit Standard AATICD-0082 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips aspiring and current managers with advanced leadership and administrative skills to drive team performance and organizational efficiency. Participants will learn to integrate strategic thinking with operational management, fostering a culture of continuous improvement and accountability.

Category	Custom Courses
Subfield	Leadership and Management
Unit Standard	AATICD-0082
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 advanced leadership theories to motivate and guide diverse teams toward achieving organizational goals.
- Analyze administrative processes and implement improvements to enhance workflow efficiency and compliance.
- Evaluate team performance using key metrics and provide constructive feedback for professional growth.
- Design strategic plans that align team objectives with broader organizational strategy.
- Implement conflict resolution and communication strategies to foster a collaborative work environment.
- Demonstrate ethical decision-making and accountability in leadership and administrative practices.

WHO SHOULD ATTEND

- Ideal for team leaders, supervisors, and middle managers seeking to enhance their leadership capabilities and administrative expertise.
- Also suitable for professionals transitioning into management roles.

COURSE OUTLINE

Day 1: Foundations of Leadership and Administration

- Introduction to leadership styles (transformational, transactional, situational).
- Core administrative functions: planning, organising, leading, controlling.
- Emotional intelligence: self-awareness, empathy, relationship management.
- Ethics and governance in South African public and private sectors.
- Overview of SAQA and NQF frameworks.

Day 2: Strategic Planning and Decision Making

- Strategic planning models and frameworks.
- Environmental scanning: SWOT and PESTLE analysis.
- Decision-making techniques: rational, intuitive, collaborative.
- Setting SMART objectives and KPIs.
- Administrative systems for strategy implementation.

Day 3: Communication and Stakeholder Engagement

- Effective communication models (e.g., transactional analysis).
- Stakeholder mapping and engagement strategies.
- Meeting facilitation and minute-taking best practices.
- Conflict resolution and negotiation techniques.
- Public speaking and presentation skills.

Day 4: Team Leadership and Performance Management

- Team development stages (Tuckman's model).
- Performance management cycle: goal setting, monitoring, evaluation.
- Coaching and mentoring for growth.
- Motivation theories (Maslow, Herzberg) in practice.
- Managing diversity and inclusion in the workplace.

Day 5: Integrated Leadership and Administrative Excellence

- Review of key concepts and integration.
- Case studies: Leadership challenges in SA context.
- Creating a personal leadership development plan.
- Capstone activity: Administering a simulated project.
- Assessment and certification requirements.

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-0082) 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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