



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

Organisational Management

Custom Courses / Leadership and Management

Unit Standard AATICD-0089 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to manage organisational resources, processes, and teams effectively. It covers planning, organising, leading, and controlling functions to enhance operational efficiency and achieve strategic objectives.

Category	Custom Courses
Subfield	Leadership and Management
Unit Standard	AATICD-0089
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 planning, organising, leading, and controlling within an organisational context.
- Analyse organisational structures and their impact on workflow and communication.
- Evaluate resource allocation strategies to optimise productivity and cost-effectiveness.
- Design performance management systems to monitor and improve team output.
- Implement change management processes to support organisational growth and adaptability.
- Demonstrate effective decision-making and problem-solving techniques in management scenarios.

WHO SHOULD ATTEND

- This course is designed for supervisors, team leaders, and aspiring managers who need to develop core organisational management competencies in a corporate environment.

COURSE OUTLINE

Day 1: Foundations of Organisational Management

- Introduction to management: planning, organising, leading, controlling
- Historical management theories: classical, behavioural, quantitative
- Managerial roles and skills (Mintzberg, Katz)
- Internal and external organisational environments
- Organisational culture and stakeholder influence
- Ethics and social responsibility in management

Day 2: Planning and Decision Making

- The planning process: mission, vision, goals
- Types of plans: strategic, tactical, operational, contingency
- Goal setting and management by objectives (MBO)
- Decision-making models: rational, bounded rationality, intuitive
- Group decision-making techniques
- SWOT analysis and environmental scanning

Day 3: Organising and Human Resource Management

- Organisational structure: functional, divisional, matrix
- Departmentalisation and span of control
- Authority, responsibility, and accountability
- Delegation and empowerment
- HR planning, recruitment, selection, induction
- Training, performance appraisal, and career management

Day 4: Leading and Motivating People

- Leadership theories: trait, behavioural, contingency, transformational
- Motivation theories: Maslow, Herzberg, Vroom, equity
- Communication process and barriers
- Conflict management styles and negotiation
- Team development stages (Tuckman)
- Coaching and mentoring

Day 5: Controlling and Integrating Management Functions

- The control process: standards, measurement, correction
- Types of control: feedforward, concurrent, feedback
- Financial controls: budgets, ratio analysis, audits
- Non-financial controls: balanced scorecard, benchmarking
- Quality management and continuous improvement
- Case study: integrating management functions

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-0089) 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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