



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@aatid.co.za · Website: www.aatid.co.za

COURSE BROCHURE

Human Resource Management for Private Companies

Custom Courses / Human Resources and Training

Unit Standard AATICD-0178 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips private company managers and HR practitioners with the practical skills to manage human resources effectively within the South African regulatory framework. Participants will learn to align HR practices with business strategy, ensuring compliance with labour laws and fostering a productive workforce.

Category	Custom Courses
Subfield	Human Resources and Training
Unit Standard	AATICD-0178
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 relevant South African labour legislation to HR policies and practices.
- Analyze workforce planning needs and develop recruitment and selection strategies.
- Evaluate employee performance using appropriate appraisal methods.
- Design training and development interventions to address skills gaps.
- Implement employee relations practices that promote a positive work environment.
- Demonstrate effective HR record-keeping and reporting in compliance with legal requirements.

WHO SHOULD ATTEND

- This course is designed for managers, team leaders, and HR officers in private companies who are responsible for people management and want to enhance their HR competencies.

COURSE OUTLINE

Day 1: Foundations of HRM and the South African Context

- Introduction to HRM: definition, importance, and evolution.
- The South African labour legislative framework (BCEA, LRA, EE, SDA).
- Overview of the HR value chain.
- The role of HR in private companies vs public sector.
- Ethical considerations and corporate governance.
- HRM as a strategic partner.
- Key stakeholders in HRM.
- Trends in HRM (technology, remote work).

Day 2: Talent Acquisition and Onboarding

- Job analysis and competency profiling.
- Sourcing candidates: internal vs external.
- Selection methods: interviews, assessments, reference checks.
- Legal compliance in recruitment (EEA, employment equity).
- Induction and onboarding best practices.
- Measuring recruitment effectiveness.
- Retention strategies from day one.
- Diversity and inclusion in hiring.

Day 3: Performance Management and Employee Development

- Performance management cycle: planning, monitoring, reviewing.
- Setting SMART objectives and KPIs.
- Appraisal methods: 360-degree, rating scales, MBO.
- Handling underperformance and disciplinary processes.
- Training needs analysis (TNA).
- Learning and development methods (on-the-job, off-the-job).
- Career pathing and succession planning.
- Linking performance to remuneration.

Day 4: Compensation, Benefits, and Employee Relations

- Components of total reward: base pay, variable pay, benefits.
- Job evaluation methods and salary structures.
- Payroll basics: deductions, statutory contributions.
- Employee benefits: retirement, medical aid, leave.
- Employment relations: unions, collective bargaining.
- Grievance handling and disciplinary code.
- Mediation and arbitration processes.
- Wellness programmes and employee assistance.

Day 5: HR Strategy, Analytics, and Future Trends

- Strategic HRM: linking HR to organisational goals.
- HR analytics: key metrics (turnover, cost per hire).
- HR dashboards and reporting.
- Change management models and HR as change agent.
- Digital HR: HRIS, e-learning, remote work policies.

- Ethics and corporate social responsibility.
- Future of work: gig economy, automation.
- Course wrap-up and action planning.

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-0178) 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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