MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Safety, Health and Environment (SHE)

Management of HIV/AIDS in the workplace

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2585	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

This course has been developed to meet the needs of business and government organisations who desire to respond with compassion and understanding to HIV and AIDS challenges encountered in the workplace. The aim of the course is to provide managers with a deeper knowledge of HIV and AIDS, as well as the skills to manage the impacts of this dreaded disease. Participants will look at the personal impacts on employees as well as on organizational areas such as finance, policy and procedures, business climate, roles and responsibilities, human resource adjustments and programmes. Participants will gain insight into the care continuum of HIV positive people, prevention strategies, the rights of the employee and employer, workplace HIV/AIDS critical issues, as well as best practice in HIV/AIDS management. The training will be based on adult educational principles and is highly interactive. We use workbooks that include case studies, simulations, group activities and individual questionnaires. The course content covers the knowledge, skills and attitudes necessary for effective HIV/AIDS workplace management

Course Outcomes

- Assess the extent of their existing knowledge and experience of HIV/AIDS and dread diseases
- Understand what HIV/AIDS is and what causes it
- Understand what HIV/AIDS is and where it comes from
- Explain how infection takes place and the progression of the disease
- Appreciate the impact of HIV/AIDS on the individual, the family, the workplace, and community
- Be familiar with rights of employee and employer related to HIV/AIDS
- Conduct an impact analysis for your unit/ department Identify workplace implementation strategies for HIV/AIDS prevention and treatment
- Be able to deal with the fear and stigma of HIV/AIDS How to develop attitudes and values conducive to creating a positive environment
- Develop attitudes and values conducive to creating a supportive environment
- Understand how to counsel people affected by HIV/AIDS.
- Develop a workplace policy and programme to minimise the negative impact of HIV/AIDS Identify dread diseases and their impact on your team/business unit
- Promote a non-discriminatory work environment and practices in relation to dread diseases
- Assess the extent of their existing knowledge and experience of HIV & AIDS

Course Outline / Curriculum

Assessing and deepening your knowledge of HIV/AIDS

- Questionnaire to assess your current understanding of the HIV/AIDS pandemic
- A brief history of HIV and AIDS
- HIV/AIDS and the immune system
- The stages of HIV
- Knowledge is power / prevention
- The Gender dimension of HIV/AIDS

Counselling, Testing and Treatment

- What and why of Voluntary Counselling and Testing
- Workplace voluntary counselling and testing
- Principles of counselling
- Testing for HIV/AIDS
- Human responses to HIV infection and the grief cycle
- What are anti-retroviral drugs and how do they work
- Treatment for opportunistic infections

Promoting a non-discriminatory work environment

- Managing issues in the workplace – privacy, confidentiality, types of unfair discrimination
- Stigma
- Measures for countering discrimination in the workplace
- Formulating a workplace response to HIV/AIDS
- Principles to guide a workplace response to HIV/AIDS
- Rights of people living with HIV
- Rights of employees

Preparing to deal with the effects of HIV/AIDS in your unit

- Scope and areas of impact – structure of unit, historical overview of unit or department, role and job changes
- policies and procedures, finance, human resources, business culture, communication and training
- Formulating a report
- Developing an action plan with recommendations
- Schedule, budget and monitoring and evaluation tools

Workplace HIV/AIDS Policy and Programmes

- The main elements of an effective workplace policy
- Managing workloads of effected people
- Criteria for assessing when employees are too ill to work

Dealing with employees who refuse to work with HIV infected colleagues

- Basic principles of employee benefits
- Programme issues in the HIV/AIDS Workplace policy
- Checklist for a successful HIV/AIDS Programme

Dreaded diseases in the work place

- Defining dreaded diseases
- TB – its nature and transmission and assumptions, fears and prejudices around the disease
- Cancer – Its nature, transmission and assumptions, fears and prejudices around the disease
- HIV/AIDS – its nature and transmission and assumptions, fears and prejudices surrounding the disease
- Your experience of dreaded diseases

Target Audience

Management of HIV/AIDS in the workplace

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Management of HIV/AIDS in the workplace
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____