

Time Management

Skills Programme

Accredited by Services SETA - 13643

UNIT STANDARDS COVERED

| Unit Standard ID NQF Level & Credits | Unit Standard Title |
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| US 242811 NQF 4 5 Credits | Prioritise time and work for self and team |

PURPOSE

Time management has become more critical but more difficult with the rapid advance of electronic information sharing and the need for much wider consultation on all sorts of issues. Technology enables us to acquire and process vast amounts of information very quickly, so the ability to evaluate, prioritise, delegate and make decisions is crucial. This course equips people with a range of techniques for managing short- and medium-term time pressures, so they can organise their lives and deal with typical time management problems.

Upon successful completion of this programme, learners should have

- A mind-set, that values time, in the workplace and life in general
- An appropriate time management approach
- A time management code of conduct
- The ability to apply the Pareto principle
- The ability to apply the four-quadrant time management matrix
- Personal role management
- Time management and character
- Various time management tools

UNIT STANDARD OUTCOMES

In particular, people credited with these unit standards will be able to:

- Create a task list
- Prioritise personal and team tasks
- Use and maintain a diary
- Implement and maintain personal and team task list

WHO SHOULD ATTEND?

The course will be helpful to anyone who is finding it challenging to manage time in the modern workplace. It will be particularly useful to first time supervisors who are held accountable for producing results on time and managing the tasks (and time) of others.

DURATION OF TRAINING

1 Interactive Day

MACCAUVLEI ENTRY REQUIREMENT

- NQF Level 4 / Grade 12 (Matric) Certificate

CERTIFICATION

Learners who successfully complete the Portfolio of Evidence will be awarded a Skills Programme Certificate of Competence with the Unit Standard listed.



Contact Details

For registration forms or more detail please contact us:

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