

### PURPOSE OF THE PROGRAMME

The purpose of this programme is to equip the learners with the necessary knowledge, skills and attitudes to manage time on a business and personal level.

### PROGRAMME OUTCOMES

On completion of this programme learners will be able to:

- Identify time management profiles.
- Understand the principles of time management.
- Draw up time efficient work plans to carry out department/division work functions.
- Implement time efficient work plans.

### PROGRAMME OUTLINE

- Identify time management profiles
- Time management principles
- Work plans

### LEARNING ASSUMED TO BE IN PLACE

Delegates wishing to enroll on this programme should be competent in Communication and Mathematical Literacy at NQF Level 4.

### RECOGNITION OF PRIOR LEARNING (RPL)

RPL against this unit standard is allowed. Application forms are available from our offices.

### METHODOLOGY

**Training Programme Duration:** 1 Day

**Assessment:** Portfolio of evidence will be submitted within a week after completing the training. Assessment activities include evaluating work plans for efficiency and implementation.

**Certification:** This includes obtaining endorsement from the SETQAA.

**Unit Standard(s):** 15234 - Apply efficient time management to the work of a department/division/section.

**NQF Level:** 5

**Credits:** 4

### TARGET GROUP

Anyone who wishes to learn how to manage their own valuable time.

### BENEFITS

- Increased productivity
- Effective implementation of work plans
- Credits towards a qualification
- Improved opportunities to claim skills grants