

**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:

- Prioritise time and work for self and team

**PROGRAMME OUTLINE**

- 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.

**LEARNING ASSUMED TO BE IN PLACE**

Delegates wishing to enroll on this programme should be competent in Communication and Mathematical Literacy at NQF Level 3.

**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 one 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):**

- 242811 – Prioritise time and work for self and team

**NQF Level:** 4

**Credits:** 5

**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