THE LEARNING DEVELOPMENT GROUP

Introduction

This accredited, short programme is Unit Standard aligned and aimed at individuals in any sector of business who require improved time and self management skills to perform optimally in the workplace.

It is highly interactive and practical and covers time management activities and processes including creating, maintaining and using task lists and action plans, prioritising tasks, using electronic and manual diary systems and following a work schedule.

Delegates will evaluate their own skills and areas for development and learn about the importance of personal hygiene, grooming and dress code and setting measurable and achievable objectives for skills development.

Target Audience

This short programme is aimed at individuals in any business sector, who need to improve their time and self management skills.

It will benefit those who want to become more efficient, effective and organised and manage work processes according to priorities and a schedule.

Entry Requirements

- A GETC or equivalent qualification.
- Competence in Communication Literacy at NQF Level 1.
- Competence Mathematical Literacy at NQF Level 1.

Additional Requirements

- Access to appropriate workplace activities.
- Access to a workplace mentor.
- Access to a PC, software and the internet where online learning is applicable.

Course Delivery & Assessment

We use inclass, virtual classroom and blended interactive, facilitated training, group discussions and practical exercises to embed skills.

You will need to:

- Attend all scheduled sessions.
- Demonstrate theoretical and practical understanding of course content.
- Complete and present practical assignments.
- Participate in group activities and discussions.
- Compile and submit a Portfolio of Evidence (PoE).

To receive your Statement of Results, Manage Self and Self Development, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the short programme, you will be able to:

- Create, maintain and use a task list.
- Use an online, electronic or manual diary system.
- Schedule time to complete tasks according to specific deadlines.
- Plan and follow a work schedule.
- Maintain personal hygiene, grooming and dress code.
- Project a professional image to enhance company image.
- Follow company procedures when absent from work due to illness.
- Plan for unforeseen circumstances.
- Evaluate own skills and areas for development.
- Set, plan, prioritise and review measurable and achievable objectives for own skills development.

Course **Content**

Manage Self & Self Development

Accreditation Body: SERVICES SETA

| SAQA ID: 14342 | NQF Level: 2 | Credits : 4
| SAQA ID: 8618 | NQF Level: 2 | Credits : 3

Module 1: Manage Time and Work Processes within a Business Environment

- Create, use and maintain a task list
- Identify the value and stages of sets of tasks within a work context
- Record, flag, capture and complete tasks and report to the appropriate authority
- Draft an action plan to complete outstanding requirements timeously
- Use, maintain, record and update a diary as a self-management tool
- Use diary entries to create an action plan
- Identify, sort, prioritise and schedule tasks according to type and deadline
- Plan and follow a work schedule
- Identify and record regular daily, weekly and monthly activities and complete a roster
- Follow a schedule and adjust when required

Module 2: Organise Oneself in the Workplace

- Maintain personal hygiene, grooming and dress code to project a professional image and enhance company image
- Decide whether to interact with people based on type of illness and symptoms
- Follow company procedures when ill and when absent due to illness
- Identify possible unforeseen circumstances that can impact on work and plan alternative actions
- Identify own skills and areas for development
- Set measurable, achievable objectives for own skills development
- Prioritise objectives and plan activities to achieve them
- Review progress and reschedule activities at regular intervals

Our **Accredited** Organisations

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