



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

This interactive short programme is Unit Standard based and is aimed at individuals, in any business environment, who require improved time and self management skills and work processes to perform more effectively.

It is highly practical and covers the key time management tools and processes of creating task and action lists, using a diary and using time-based schedules to complete tasks.

Delegate will learn about the importance of time and self management and the value of using these techniques for identifying, sorting, prioritising and scheduling daily, weekly and monthly activities.

Target Audience

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

It will benefit those who want to become more efficient 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 in Mathematical Literacy at NQF Level 1.

Additional Requirements

- Access to appropriate workplace activities.
- Active support and mentorship by your manager.
- Access to a PC, software and the internet where online learning is applicable.

Management & Leadership

Time Management

SERVICES SETA Statement of Results

US ID:	14342
NQF Level:	2
Credits:	4

Course Delivery & Assessment

We use in-classroom, 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 Time and Work Processes within a Business Environment, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the course, you will be able to:

- Understand the value of using a task list to manage time.
- Create, maintain and use a task list to follow up and assist in completing tasks.
- Understand the purpose of keeping a personal and organisation diary system as a self management tool.
- Receive and capture diary information manually and online.
- Use diary entries to create an action plan.
- Identify, sort and prioritise tasks.
- Schedule time to complete tasks.
- Report incomplete tasks timeously.
- Plan and follow a work schedule.





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Course Content

US: Manage Time and Work Processes within a Business Environment

Accreditation Body: SERVICES SETA

| SAQA ID: 14342 | Learning Programme ID: NA
| NQF Level: 2 | Credits : 4

Module 1: Create, Use and Maintain a Task List

- Understand the value of using and maintaining a task list in terms of a specific work context
- Identify the steps or stages in a familiar set of tasks
- Record information and documentation on a task list and flag for further action
- Capture additional received information online or process manually
- Report completed tasks to the appropriate authority and check off the task list
- Draft an action plan to ensure outstanding requirements are completed timeously

Module 2: Use and Maintain a Diary

- Understand the purpose of keeping a personal diary and an organisational diary system in the context of a self-management tool
- Record relevant information in a diary and diary system and update regularly
- Use diary entries to create an action plan

Module 3: Prioritise Tasks

- Identify tasks to create a task list
- Sort and prioritise tasks according to type and required deadlines
- Schedule time needed to complete tasks to allow for specified deadlines

Module 4: Plan and Follow a Work Schedule

- Name and record regular daily, weekly and monthly activities on a work schedule
- Draw up a roster is to ensure all activities can be completed timeously
- Inform internal clients of the aspects of a work schedule that affect them
- Follow a schedule and adjust when necessary to allow for unexpected interruptions

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