



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

This accredited, short programme is aimed at leaders in any sector of business who require improved time and management, to perform optimally.

It is highly interactive and covers the most important time management concepts, tools and techniques for improved productivity.

Delegates will identify their own time management processes and time wasting activities, understand the principles of time management and draw up and implement time efficient work plans.

Target Audience

This unit standard is designed for executives involved in leadership and the management of teams, and focuses on translating strategic intent into effective daily action.

Competence against this standard will ensure that teams are effectively managed and that managers can translate strategy into action.

Entry Requirements

- Competence in Communication Literacy at NQF Level 4.
- Competence in Mathematical Literacy at NQF Level 4.

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.

Management & Leadership

Prioritising Workload

SERVICES SETA Statement of Results

US ID: 15234

NQF Level: 5

Credits: 4

Course Delivery & Assessment

We use in-class, 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, Prioritising Workload, 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:

- Identify time management profiles, own processes and time wasters through the understanding of time management principles.
- Draw up time efficient work plans to carry out department, division and section work functions & efficiently implement work plans.
- Identify and solve problems using critical and creative thinking, when prioritizing tasks and translating strategy into action, delegating tasks effectively.
- Collect, analyse, organize and critically evaluate information in the translation of strategic intent into daily action.
- Communicate effectively with stakeholders regarding the organisation's strategy and with the staff about tasks delegated and deadlines expected.





Course Content

Apply Efficient Time Management to the Work of a Department / Division / Section.

Accreditation Body: SERVICES SETA

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Module 1: Managing Your Job

- Managing yourself and the resources at your disposal
- Defining your objectives and key result areas
- Establishing responsibilities and priorities

Module 2: Practical Time Management and Planning Activities

- Effective use of diaries, time planners and time logs
- Criteria for prioritising – urgent and important
- Planning and scheduling your activities
- Dealing with interruptions and distractions – staying focused
- Managing time under pressure
- Developing a proactive approach to short, medium and long term plans

Module 3: Managing Yourself

- Investing time and effort to achieve more in the future
- Your time management behaviour – preferred working styles
- Personal effectiveness – a guide to self-discipline
- Highlighting personal 'time-stealers' and areas of weakness

Module 4: Managing Others and Meetings

- Managing people, managers, colleagues, team members and customers
- Getting more things done through assertive behaviour
- Making the most of meetings as a participant or chairperson

Module 5: Effective Delegation

- The rules of effective delegation – overcoming personal preferences and prejudices
- Using delegation as a means of co-ordinating the workload of your team or department
- Delegation – freeing up your time and developing staff



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Our Accredited Organisations



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