

## TIME MANAGEMENT

### Introduction

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.

This programme has been designed and developed by Aquarius Skills Solutions

### Programme Outcomes

On completion of this programme the learner 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

Learning Unit 1 – Identify time management profiles

- Time management techniques
- Work processes
- Forces that affect time utilisation

Learning Unit 2 – Time management principles

- The 80/20 principle
- Delegation
- Prioritising
- Balance

Learning Unit 3 – Work plans

- The organisation's objectives
- Translate objectives into work plans
- The key activities of a project

### Methodology

Training Programme Duration: 1 Day

Formative Assessment: Learners complete a Knowledge Questionnaire after completion of the programme and take part in group exercises which form part of the assessment

Assessment: The learner submits a Portfolio of Evidence within 5 days after completion of the programme

NQF Level: 5

Credits: 4

