

Time Management Training



Course Description

This course is intended for all persons working in an environment that requires the ability to meet deadlines, establish a disciplined workflow, as well as maximise productivity. This programme is essential for learning the principles of managing tasks, prioritizing them, and finalising them by working smarter not harder.

Target Group

All employees, particularly junior employees, who want to learn to complete tasks effectively by starting and completing them on time and reducing non-essential tasks.

Learning Outcomes

- Set realistic goals for tasks and activities,
- Prioritise tasks and activities in order to plan time,
- Draw up a plan/schedule to organise tasks and activities, and
- Carry out tasks and activities as planned.

Learning Delivery Method

This training is an instructor lead virtual or classroom-based training, for minimum group size of ten (10) delegates.

Assessment

Formative and Summative Assessment.

Unit Standard Alignment

SAQA ID	US Title	NQF Level	Credits
15091	Plan to manage one's time	1	3

Duration

Maximum 1 day

Cost

Prices are provided on request.

All our programmes can be customized to meet the client's need. We remain committed to offer and deliver fit for purpose training.

Accredited by Services Seta

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