

# TIME MANAGEMENT [SOF007]

*Management of Time: Monitor, Evaluate and Communicate Simple Project Schedules*

**SAQA Unit Standard:** 15234

**Credits:** 4

**NQF level:** 5

**Duration:** 1 day

## **OVERVIEW:**

How often does poor time management damage an organization in terms of lost business, impairing customer relationships and non-delivery? The Time Management training delivers key concepts and techniques that can be immediately applied to maximize how the staff manages their time in the workplace, to maintain a competitive advantage.

There will be intense self-evaluations in this workshop and after training participants will get to compare their improvement in terms of time management before and after the training.

The Time management workshop is aimed at people who have challenges managing their time in the workplace.

**On completion of this training, participants will be familiar with:**

- S.M.A.R.T. Goals
- Prioritizing your time
- Planning & Prioritizing tasks
- Dealing with Procrastination – and using time effectively
- Crisis Management
- To Delegate or not
- Meeting Management
- Setting Goals – and keeping them
- Analysis Paralysis: Don't let processes get in the way

**NB. After completion of this workshop, the facilitator will check back with the delegates periodically to assess their effectiveness. Relevant supervisors and/or HOD's will also be required to provide feedback on employees' performance and improvement.**

Each participant will be required to complete a workbook which will be assessed. On successful completion of this workbook, the attendees will get a Certificate of Competence from the eAcademy as well as a Statement of Results from the MICT SETA.