



Pro-Active College™
FREEDOM THROUGH KNOWLEDGE

TIME MANAGEMENT

This skills programme empowers learners to manage time constraints in their personal lives and work environments in order to improve their quality of work life and enhance their leadership performance.



**Unit Standard
Aligned**



**SETA
Accredited**



**Outcomes
Based**

Designed and developed by Pro-Active College, this skills programme is aligned to the unit standards:

**APPLY EFFICIENT TIME MANAGEMENT TO THE WORK OF A
DEPARTMENT/DIVISION/SECTION
(US: 15234)**

NQF Level 5
4 Credits

TARGET GROUP

This skills programme is designed for the public and private sector and is aimed at:

- all individuals and officials who desire to improve their work performance.

BENEFITS

The benefits of this skills programme include:

- improved time utilisation through the application of time management techniques; and
- improved and more efficient work performance.

ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

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PROGRAMME OUTCOMES

On completion of this skills programme, learners 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/section work functions;
- implement time efficient work plans;

ENTRY REQUIREMENTS

The credit calculation in the relevant unit standards is based on the assumption that learners are competent in:

- communication (NQF level 4);
- mathematical literacy (NQF level 4).

DURATION

One day contact session combined with practical workplace experience.

PORTFOLIO OF EVIDENCE

To be declared competent in these unit standards the learner must be assessed by a registered assessor and be found competent in the following:

Formative Assessment

Consisting of classroom activities on which the facilitator will give feedback.

Summative Assessment

This assessment consists of workplace assignments and questions. This must be the learners' own individual work.

Programme Outline

Learning Unit One

Time Management Principles

- Time management definition
- Identifying time management principles
- Goal setting and the 80/20 principle
- Writing an action plan

Learning Unit Two

Time Efficient Work Plans

- How to use your time
- Planning and prioritising
- Time management task/activity schedule
- Procrastination and overcoming it
- Interruptions and dealing with them
- The art of delegation
- Tools for time management
 - Computers and related hardware
 - Diaries
 - Filing
 - Arranging the environment