

A woman with dark curly hair and a white top is looking at a laptop. A man with glasses and a blue shirt is pointing at a document she is holding. They are in a room with a wooden wall.

Time Management

Accredited Skills
Programme

iLearn®

OVERVIEW

This skills programme enables learners to manage their time and prioritize tasks in the work environment. It provides learners with the ability to create, implement and maintain personal, as well as team task lists. It creates a learning platform for the learners to be able to adopt a systematic approach to achieving work objectives.

DURATION

This programme is run over 3 days.

PREREQUISITES

Learners should be competent in Communication and Mathematical Literacy at NQF Level 3.

CONTACT

To enrol your learners or for more information, please contact your Learning Solutions Consultant on 08611LEARN or email info@ilearn.co.za

UNIT STANDARDS

LEARNING OUTCOMES	CREDITS
Prioritize time and work for self and team (242811) NQF 4	
<ul style="list-style-type: none">• Create a task list.• Prioritize personal and team tasks.• Use and maintain a diary.• Implement and maintain a personal and team task list.	5
Employ a systematic approach to achieving objectives (242822) NQF 4	
<ul style="list-style-type: none">• Identify and develop objectives.• Formulate a plan to meet the objectives.• Implement the plan.• Monitor activities.	10