



MANAGING TIME FOR RESULTS (1 DAY)

THIS COURSE IS ACCREDITED TO UNIT STANDARD:

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| Title: | Manage time and work processes within a business environment |
| Unit Standard ID: | 14342 |
| NQF Level: | 2 |
| Credit Value: | 4 |

INTRODUCTION

The **Managing Time for Results** programme gives delegates the skills to analyse their personal and team time problems, and to choose and implement solutions which suit their positions and work-styles. This workshop will allow delegates to examine their time management and to select and implement solutions which will assist them in meeting work and personal deadlines.

REFERENCES

“You were brilliantly Exceptional! You impacted greatly on me today, and for the REST of my life! Thank You!” ~ Christlene Naidoo (UNICEF)

“Excellent facilitating skills and good practical examples” ~ Nonkqubela Bantubani (MRC)

“It is real and relevant! The facilitator knows what she is talking about and thus made it easy for one to listen. Practical examples bring the whole concept home. Thank you.” ~ Portia Rhoko (National Treasury)

“The presentation of the course was excellent and relevant to us – thank you!” ~ Thabisile Memela (Department of Water and Forestry)

“The course was excellent and I know how I am going to work differently to achieve maximum results.” ~ Tshidi Khumalo (Smollan Group)

WHAT THIS COURSE CAN DO FOR YOU...

- Planning proactively using time management tools
- Drawing up and implementing time efficient work plans, daily action plans and diary management
- Increasing productivity by overcoming procrastination
- Motivation and productivity
- Organise, manage and prioritise in terms of urgency and importance
- The principle of balance between all life aspects to create time and optimize one's life
- Planning and following a work schedule and making amendments made where necessary

TARGET AUDIENCE

The workshop has open access to all individuals who need to manage their time efficiently in order to be more effective. Tools and skills learnt will enable the individual to be more organised in a competitive and stressful work environment. Task and personal time management is essential in order to cope with multi-tasking demands of the common workplace today.

COURSE CONTENT

Creating, Using and Maintaining a Task List

- Discovering time management tools to help you
- The Time Management Matrix - identifying urgent and important tasks

Planning Proactively

- Taking time to plan
- Setting objectives
- Personal goal setting
- Identifying resources required in order to achieve objectives
- Identifying obstacles to achieving objectives
- Contingency planning
- Achieving targets

Using and Maintaining an Effective Diary System

- Rules of diary management
- Using diary entries to create an action plan

Procrastination, Prioritising and Productivity

- Procrastination
- Overcoming procrastination
- Prioritising
- Productivity and Motivation

Planning and Following a Work Schedule

- Effective scheduling to achieve goals

Essential Time Management Skills

- Delegating to empower and maximise your time
- Communication: Listening and questioning skills
- Personal organisational skills

Basics of Time and Stress Management

Personal Accountability & Commitment Plan

TRAINING APPROACH

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

- Role-plays
- Break-away sessions
- Relevant business exercises
- Presentations
- Demonstrations
- Questionnaires
- Discussion activities and
- Case studies

High emphasis is placed on learning through ‘doing’ where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.

Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

KWELANGA BUSINESS & EXECUTIVE COACHING

Kwelanga Training now offers coaching on a one-to-one or team coaching basis. Issues covered are chosen by the organisation or the individual to ensure maximum focus is given to achieve measurable outcomes.

Coaching provided by certified professional business and executive coaches is key in transforming management and support staff's excellent performance to peak performance.

For further details contact:

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