



APPLY EFFICIENT TIME MANAGEMENT TO THE WORK OF A DEPARTMENT (2 DAYS)

THIS COURSE IS ACCREDITED TO UNIT STANDARD:

Title:	Apply efficient time management to the work of a department
Unit Standard ID:	15234
NQF Level:	5
Credit Value:	4

INTRODUCTION

This unit standard is designed for executives involved in Leadership and the management of teams, and focuses on translating strategic intent into effective daily action. Competence against this standard will ensure that teams are effectively managed and that managers can translate strategy into action.

The qualifying learner is capable of:

- Identifying time management profiles
- Understanding the principles of time management
- Drawing up time efficient work plans to carry out department/division/ section work functions
- Implementing time efficient work plans.

COURSE CONTENT

Identify Time Management Profiles

- Time management techniques and processes
- Weaknesses in current work processes
- The top time wasters that impact on the organisation's productivity
- The external forces that affect time utilisation

Understand the Principles of Time Management

- The 80/20 principle in identifying key tasks (The Pareto Principle)
- Delegation as a means of utilising time and human resources
- Prioritising
- The principle of balance between the various aspects of one's life

Draw up Time Efficient Work Plans to carry out Work Functions

- The organisation's objectives in terms of work to be done
- The objectives are translated into work plans
 - Setting SMART Goals
 - Aligning, anchoring and linking your goals
 - Translate the objectives into work plans
- The key activities required to complete a specific project
- Identify persons to whom tasks can be delegated
- Plans eliminate and/or manage time wasters
- Tasks are prioritised in terms of urgency and importance

Implement Time Efficient Work Plans

- Delegation is used correctly
- Proactive measures
- All involved are informed of their roles, duties and functions
- Progress with work plans is monitored and amendments are made where necessary

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
- Presentation
- 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.

On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



OUR COMMITMENT TO YOU ...

Kwelanga Training's Commitment

***To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.***

For more information contact us on:

Email: info@kwelangatraining.co.za

Johannesburg: +27 11 704 0720 | Cape Town: +27 21 683 4084

Durban: +27 31 266 2808 | Port Elizabeth: +27 41 368 1500

Website: www.kwelangatraining.co.za