

VIRTUAL INSTRUCTOR-LED TRAINING MANAGING TIME FOR RESULTS (1 DAY)

THIS COURSE IS ACCREDITED TO UNIT STANDARD:

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!”

“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.”

“The presentation of the course was excellent and relevant to us – thank you!”

“The course was excellent and I know how I am going to work differently to achieve maximum results.”

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

VIRTUAL INSTRUCTOR-LED TRAINING

Participants “attend” virtual classroom training, through the Zoom on-line platform, without having to travel to and from the classroom each day. Courses are divided into several shorter sessions to minimise operational disruptions and improve knowledge retention.

Training is facilitated in real-time, providing the benefit of hands on learning. Delegates interact with the facilitator and each other, as with any other classroom experience. This allows for a cooperative learning environment, where participants can share knowledge, engage in positive discussions and work together.

Benefits of Virtual Instructor-Led Training

- ✚ Virtual training provides flexibility to both the client/delegate and facilitator.
- ✚ Delegates are active participants rather than relying entirely on the instructor.
- ✚ Virtual training is conducive to a more fluid exchange of ideas, focused real-life scenarios and an intensified level of engagement.
- ✚ Information is shared through video, documents, and written notes with learners in real-time.
- ✚ Delegates who have internet connection can learn at anytime and anywhere through virtual learning or through recorded videos.
- ✚ Delegates can participate in discussions and ask questions at any time.
- ✚ Breakout rooms allow delegates to work in groups and complete activities in teams which allows for a rich interactive experience.
- ✚ Access to expert facilitators who may otherwise be unable to visit workplaces due to unforeseen circumstances.
- ✚ Use of slides and video clips enhances virtual learning.

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.***

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