



TIME MANAGEMENT NQF LEVEL 4 UNIT STD - 242811

087 135 5543

WORKSHOP OUTLINE

- Evaluate your personal time management plan
- Identify activities within your day which waste time
- Determine which of the time management tools work for you
- Apply the time management principles
 - Set specific goals
 - Evaluate assertiveness
 - Active vs Reactive
 - Prioritising your actions - 80/20 Principle
 - Assess productivity and concentration
 - Allocate additional time
 - Maintain a balance

01

Focus on practical application of skills, learnt, applied and practised

06

Improving the learner's confidence, attitude, knowledge and skills are critical

05

Edge ensures that the learners are engaged and receptive to training

02

Knowledge sharing and team learning form part of Edge's unique training methods

03

Programmes are flexible and easily adaptable to suit the various learning styles

04

Interactive sessions include group discussions, case studies, Q & A sessions and role-plays

COURSE METHODOLOGY

OBJECTIVE

By the end of this course you will have a better understanding of time management and why it is an important skill to develop, and how orientating yourself with various management tools and time management principles when applied to your social and work life will help you to identify time wasters and manage your time more efficiently.

EDGE TRAINING CONSULTANCY

With over 18 years of Human Development training experience, Edge Training has a Level 2 BBEE Scorecard, a National Footprint and Full Accreditation with Services SETA. Together with our BEE partners, we are committed to solving BEE related Skills Development Challenges in a meaningful way. Whether an Accredited Short Course, a Behaviour Changing Workshop or a Learnership, our highly skilled and dedicated team can offer you a solution. We source the learners and manage all the necessary requirements for disabled and unemployed learnerships. Most of our learnerships and Workshops are also offered as online courses.

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