

SKILLS DEVELOPMENT COURSE: MANAGEMENT WORKTIME EFFECTIVELY

COURSE SPECIFICATIONS

Course Code:	SDF-MWE
Course Length:	1 Day
Start Time:	08:30
End Time:	15:30
Available for:	Local or On-Site Training

PURPOSE

To equip employees with the knowledge and skills to create a general understanding of time-management and be able to prioritize activities in the environment.

TARGET AUDIENCE

This course is designed for all managers and supervisors.

LEARNING OUTLINE

1. Demonstrate understanding of the concept "time management in a 24-hour day world"
2. Describe the difference between urgent and important and prioritize daily activities.
3. Estimate time spent on a task and draw up a general day, week and month planner to manage time

INCLUDES THE FOLLOWING

1. Course Material
2. Refreshments
3. Lunch

**Catering is the responsibility of the client for on-site training.*

CERTIFICATION

Currently, this course is only available for non-accredited training, and therefore candidates will receive a *Certificate of Training/Attendance*, as no form of assessment will take place.

MERSETA TRAINING PROVIDER

Onetrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.) We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes.

CONTACT DETAILS

Further enquiries may be directed to:

ONETRUST TRAINING SOLUTIONS (PTY) LTD

Vanderbijlpark | South Africa

Tel: +27 16 982 1651

Cell: +27 83 565 0915

Email: admin@otts.co.za