

## SKILLS DEVELOPMENT COURSE: TIME MANAGEMENT

### COURSE SPECIFICATIONS

<b>Course Code:</b>	SDF-TM
<b>Course Length:</b>	1 Day
<b>Start Time:</b>	08:30
<b>End Time:</b>	15:30
<b>Available for:</b>	Local or On-Site Training

### PURPOSE

The objective of this training is to provide learners with the knowledge and skills to improve the way they use their time efficiently and effectively, thus without wasting a minute of their life.

### TARGET AUDIENCE

All Employees in a Supervisory or Managing capacity.

### LEARNING OUTLINE

1. Achieve better results through effective planning and clarifying objectives.
2. Spend more time working toward your high-value goals.
3. Refuse unreasonable requests.
4. Keep things in perspective.
5. Gain a balance between professional goals and personal time.
6. Set goals and prioritize them to determine if activities are goal-directed.
7. Manage resources more efficiently.

### INCLUDES THE FOLLOWING

1. Course Material
2. Notes
3. PoE (if applicable)

#### For local training at a Onetrust training venue:

1. Refreshments
2. 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:

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