

PLANNING AND TIME MANAGEMENT

OBJECTIVES OF THE PROGRAMME

The objective of this skills programme is to provide Learners with the critical knowledge and skills needed to plan both their own work as well as the work of their team members truly effectively, and manage their time.

Where staff members are in specialist positions eg: Sales Executives, this skills programme will greatly enhance their planning and time management skills.

LEARNING OUTCOMES [US 242811/NQF LEVEL 4/5 CREDITS]

At the end of the learning process Learners will be able to:

- ▶ Create a task list
- ▶ Prioritize personal and team tasks
- ▶ Implement and maintain personal and team task lists
- ▶ Use and maintain a diary

PROGRAMME OUTLINE

- ▶ Definition of planning and why managers/supervisors fail to plan effectively
- ▶ The 4 Planning Steps including:
 1. What must be done
 - Task lists - their purpose and how to draw them up
 - Flagging tasks/amending the task list/monitoring work according to the task list/keeping stakeholders informed of progress etc.
 2. By when must it be done
 - Prioritization - including the Pareto Principle and Stephen R. Covey's Time Management Matrix
 3. Who is going to do it
 - Assigning team members to the task list
 - Delegation and the characteristics of those to whom you can delegate
 4. What is needed to do it
 - The resources needed to do the job including manpower, materials, machinery/equipment etc.
- ▶ Using and maintaining a diary



Who Should Attend:

This very practical skills programme is recommended for all those whose jobs require them to plan and manage their time both efficiently and effectively.



Duration:

One day of training, one day of assessments of Portfolios of Evidence, plus half a day of internal moderation and half a day of post training feedback.



Accreditation:

This skills programme is linked to Qual. ID 57712 (FET Certificate: Generic Management) and is accredited with the Services Seta. Learners who successfully complete their Portfolios of Evidence will be awarded Certificates of Competence with 5 Credits.

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