



BUSINESS PARTNERS CENTRE, 23 JAN HOFMEYR ROAD
WESTVILLE

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TIME MANAGEMENT

US 15234 / NQF Level 5 / 4 Credits

The key to successful time management is planning and then implementing the plan. Time management starts with the commitment to change and is only achievable if you commit to action.

You can improve your own time management and that of your team through understanding yourself and identifying what you will change about your habits, routines and attitudes.

WHO SHOULD ATTEND

- Team Leaders
- Management
- All employees working in a team environment
- Employees who hold positions that are time-line based
- Employees looking to motivate and manage themselves better

HOW YOU WILL BENEFIT

- Understand the importance of self-management and setting an example
- Identify time wasters and use given techniques in combating these
- Apply the attributes needed for successful time management
- Develop planning tools and techniques
- Prioritise and effectively delegate tasks
- Draw up realistic schedules and achievable work plans
- Monitor your work plans and identify areas of adjustment

WHAT WILL BE COVERED

- Understanding the principles of time management
- Time management techniques and processes
- Self-management
- How to eliminate or manage time wasters in a team
- Internal and external factors that affect time utilisation
- Prioritising in terms of urgent and important
- Drawing up effective work plans
- Setting SMART goals
- The steps of successful delegation
- Implementing time efficient work plans
- Monitoring progress and making amendments to work plans

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Two Day Course

8:30am – 4:00pm

Refreshments and a light, finger lunch will be served at our public course
sales@kznbtcc.co.za or (031) 267 1229 for bookings and further information

Module 1 Identify time management profiles	Module 2 Understand the principles of time management
<ul style="list-style-type: none"> • Identify current time management techniques and processes used by the learner to manage him/herself and his/her division/department/section to aid future time management of the section • Identify weaknesses in current work processes in terms of poor time management • Identify the top time wasters that impact on the organisation's productivity with a view to minimizing their negative influence • Identify the external forces that affect time utilization and give an explanation of their effect with examples 	<ul style="list-style-type: none"> • Explain the 80/20 principle in identifying key tasks with examples • Explain delegation as a means of utilizing time and human resources correctly with examples of good and bad practice • Explore prioritising as a technique to manage the work of a team/group/section in relation the work of the specific group and make a decision as to which tasks are of greater priority for the group • Understand the principle of balance between the various aspects of one's life in terms of creating time for them all so as to optimize one's life

Module 3 Draw up time efficient work plans to carry out work functions	Module 4 Implement time efficient work plans
<ul style="list-style-type: none"> • Understand the organisation's objectives and clearly define it in terms of the work that has to be done by the department/division/section • Translate the objectives into work plans for the department/division/section • Identify the key activities required to complete a specific project and analyse all tasks and work procedures and assign it to a specific time frame • Identify persons to whom tasks can be delegated and include it in the plan • Ensure that plans eliminate and/or manage time wasters in the department / division / section • Prioritise tasks in terms of urgency and importance for the department / division / section / organisation 	<ul style="list-style-type: none"> • Use delegation correctly as a tool by the manager and subordinates when applicable to get the work done • Place emphasis on proactive measures such as efficient information flow, efficient meeting planning and management and administrative procedures in the daily work processes of the department/division/section to minimize time wasting • Implement plans once all involved are informed of their roles, duties and functions • Monitor progress with work plans on an on-going basis and make amendments where necessary