

Time Management

The workshop is aimed at any person who will benefit at skills in effective time management. This hands-on workshop allows participants to use personal examples to draw up schedules and identify stumbling blocks and resources that enhance effective time management.



COURSE DURATION: 1 DAY

About the course

SETQAA Accreditation
Services SETA - Decision Number 2072
NQF Level: 5
Credits: 4

Target Audience

The target audience would typically consist of managers and supervisors or any person interested in effective time management.

Training Methodology

The methodology is based on interactive training, ie: learners will learn by doing. As with all Quintica training programmes, we strive to effect actual change back at the workplace through effective practical outcomes based training.

Course Outline

This 1 day course will cover the following modules:

Module 1: The concept and principles of time management:

- The relevance of time
- How to loose time
- Time mapping
- Prioritising time
- Defining what matters most

Module 2: The time/ task/ authority relationship:

- The relationship between time, task and authority
- Executing tasks within specific time boundaries
- Spending energy within specific authority boundaries
- The art of focus

Module 3: Effective time management:

- Aligning time to vision and goals
- Developing a personal planning system
- Overcoming procrastination
- Learning to say "no"
- Minimising interruption
- Effective delegation

Bookings and Enquiries

Kenya: +254 20 444 2900
South Africa: +27 11 575 4320
UAE: +971 4 426 7303

Email: training@quintica.com