

Course description

The Time Management course is designed to provide participants with the skills and strategies needed to effectively manage their time in a professional setting. The course addresses common challenges faced in the workplace and offers practical tools to enhance productivity, reduce stress, and achieve organizational and personal goals.

Course outcome

By the end of the course, participants should be able to:

- Effectively prioritize tasks aligned with organizational goals.
- Develop and implement efficient planning and scheduling strategies.
- Improve communication and collaboration within the workplace.
- Delegate tasks responsibly and foster accountability.
- Navigate workplace interruptions and distractions.
- Make timely and informed decisions.
- Manage stress effectively to maintain a positive work environment.

The Time Management course aims to empower participants with practical skills to optimize their time and contribute to a more productive and harmonious workplace.

Course Content

MODULE 1: THE PURPOSE AND PROCESS OF SCHEDULING ACTIVITIES IN OWN BUSINESS.

- 1.1 The importance of scheduling in business.
- 1.2 Business practices and development processes.
- 1.3 The advantages and implications of task completion within the shortest possible time.
- 1.4 The importance and function of task scheduling.

MODULE 2: ORGANISE AND PREPARE BUSINESS ACTIVITIES AND ESTIMATE THEIR DURATION.

- 2.1 Business activities in terms of their importance for the business.
- 2.2 Objectives and scope of business activities.
- 2.3 Predecessor/successor relationships within business activities.
- 2.4 Basic procedures and networks are developed and documented.
- 2.5 Time duration estimates are sourced and indicated on the tasks schedules.
- 2.6 Realistic deadlines or time frames for each procedure/process.

MODULE 3: DEVELOP STRATEGIES TO DEAL WITH INTERRUPTIONS.

- 3.1 Relay of procedures and times ensure all know what is expected.
- 3.2 Possible interruptions to procedures/processes/tasks and strategies to deal with each to minimise their effect.
- 3.3 Interruptions according to the identified strategy and/or business procedure.

MODULE 4: DEVELOP AN EFFECTIVE BUSINESS SCHEDULE.

- 4.1 The shortest time to complete business tasks is determined.
- 4.2 Resources required for business activities are identified and documented per activity.
- 4.3 The Start and finish dates of process/projects are indicated according to requirements and duration.
- 4.4 Non-critical activities are identified and scheduled according to business requirements.
- 4.5 Office systems, diaries, screening and schedules are developed for own business.

THEORETICAL ASSESSMENT

Formative Assessment (Open book test)

Summative Assessment (Closed book test)

PRACTICAL ASSESSMENT

Role Play exercise.