

EXECUTIVE SUMMARY

Time Management

NQF Level 4

Faculty of Business: Management Sciences

Learning Programme Title	Time Management
Learning Programme ID	242811
Registration End Date	2018-06-30
Last Date for Enrolment	2019-06-30
Duration	2 Days
NQF Level	4
Credits	5
Learning Assumed To Be In Place	<p>It is assumed that people starting to learn towards this standard are able to:</p> <ul style="list-style-type: none"> Communication at NQF Level 3. Mathematical Literacy at NQF Level 3.
Originating Qualification	FETC: Generic Management (NLRD 57712)

Knowledge Leadership Management

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Specific Outcomes	Content Outline
<p>The qualifying learner is able to:</p> <ul style="list-style-type: none"> ▪ Create a task list. ▪ Prioritise personal and team tasks. ▪ Use and maintain a diary. ▪ Implement and maintain personal and team task list. 	<ul style="list-style-type: none"> ▪ The Purpose of a Task List ▪ Organisational Requirements for Task Lists ▪ Criteria for Prioritising Tasks ▪ Identifying Resources and the Acquisition thereof ▪ The Purpose of a Diary ▪ Recording Information ▪ Action Planning ▪ Assigning Tasks to Team Members ▪ Adjusting to Change ▪ Monitoring Teamwork

Unit Standards

ID	Unit Standard Title	Level	Credits
242811	Prioritise time and work for self and team	4	5
Total			5

KLM Empowered