



Staffing • Training • Safety • Payroll

Time Management

Equip participants with the skills required to lead and manage teams and focuses on translating strategic intent into effective daily action. Completing this Programme will ensure that teams are effectively managed and those managers can translate strategy into action.

Course Details:

Duration: 1 Day

Accredited: No

Certification: Attendance

Minimum Group: 5

Maximum Group: ∞

Unit Standard: Based on 15234

NQF: 3

Course Outline:

1. Identifying time management profiles
2. Understanding the principles of time management
3. Drawing up time efficient work plans to carry out department/division/section work functions
4. Implementing time efficient work plans

COURSE INFORMATION

086 100 77 42

WWW.SRG.CO.ZA

What a Pleasure!