

Time Management and Personal Productivity for Business

1. Overview

This Workplace-Based Learning Programme (WBLP) equips participants with the knowledge, skills, and practical tools required to manage time effectively within a department, division, or section. The programme focuses on improving personal productivity, organising work efficiently, strengthening workplace relationships, and implementing time-efficient work plans that align with organisational goals.

Participants will develop strong self-management capabilities, reduce time wastage, and enhance overall workplace effectiveness through structured planning and prioritisation techniques.

2. Learning Outcome:

Section 1 Plan and Organise Own Work

- Plan, organise, and manage their own workload effectively
- Understand the business environment and its impact on work planning
- Use planning tools and scheduling techniques
- Identify, prioritise, and manage both routine and unexpected tasks
- Meet deadlines and honour commitments to colleagues and stakeholders

Section 2 Establish and Maintain Working Relationships

- Build and sustain positive working relationships
- Understand organisational culture and workplace context
- Demonstrate cross-cultural awareness
- Use appropriate communication styles and methods
- Resolve communication challenges effectively
- Provide accurate information to internal and external customers
- Promote a positive image of the department and organisation

Section 3 Maintain Files and Records

- Maintain accurate and organised files and records
- Apply correct information handling, storage, and sorting procedures
- File new documentation efficiently
- Monitor and record document movement
- Store records securely and appropriately
- Comply with confidentiality and data protection requirements
- Identify and manage outdated or obsolete information

Section 4 Identify Time Management Profiles

- Identify personal and team time management styles
- Apply effective time management techniques and processes
- Practise self-management strategies
- Identify weaknesses in current work processes
- Recognise common time wasters that reduce productivity
- Develop plans to eliminate or control time wasters
- Understand external factors that impact time utilisation

Section 5 Understand the Principle of Time Management

- Core principles of effective time management
- The benefits of planning and prioritisation
- Applying the 80/20 (Pareto) Principle to identify key tasks
- Delegation as a tool for optimising time and resources
- Setting priorities for individuals and teams
- Using task categorisation to manage workload
- Balancing work responsibilities with personal life

Section 6 Draw Up Time Efficient Work Plans to Carry Out Work Functions

- Develop practical, time-efficient work plans for departmental functions
- Create schedules aligned with organisational objectives
- Translate objectives into actionable work plans
- Set and apply SMART goals
- Differentiate between goals and results
- Align and integrate individual and team goals
- Identify key activities required to complete projects
- Organise tasks and allocate responsibilities effectively
- Apply the principles of successful delegation
- Reduce or eliminate time wasters through planning
- Prioritise tasks based on urgency and importance

Section 7 Implement Time Efficient Work Plans

- Implement work plans effectively
- Apply delegation appropriately and responsibly
- Take proactive measures to manage workloads
- Control paper flow and information processes
- Clearly communicate roles, responsibilities, and expectations
- Monitor progress against work plans
- Adjust plans as required to ensure efficiency and goal achievement

We trust that the above is in order and look forward to hearing from you for Implementation

Qualification:	Certificate of Completion
Duration:	2-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0789
SAQA US:	110021 & 15234
NQF Level:	4
Credits:	10
Entry Requirements:	Communication & Mathematical Literacy at NQF 3
Training Options:	Online - Each participant will receive the programme materials and resources are emailed to the participants. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location. Blended - Blended learning combines both online and face-to-face training. Participants receive the learning material by email to the participant. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions. Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.
Minimum Participants Required:	(1) Online, (1) Blended & (1) Face-to-Face

3. Programme Content

- **(110021 US):** Achieve personal effectiveness in business environment
- **(15234 US):** Apply efficient time management to the work of a department/division/section

4. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

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5. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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