

TIME AND STRESS MANAGEMENT

A **SERVICES SETA ACCREDITED** SKILLS PROGRAMME WITH



— SIGNIFY —

LEARNING ACADEMY

where learning becomes a journey

UNIT STANDARD COVERED

UNIT STANDARD NAME	Prioritise time and work for self and team
UNIT STANDARD ID	242811
NQF LEVEL	NQF Level 4
CREDITS	5 Credits

SKILLS PROGRAMME PURPOSE

This Unit Standard enables learners to manage stress and time - to prioritise tasks in a work environment.

The qualifying learner is capable of:

- Creating, implementing and maintaining a personal and team task list
- Using and maintaining a diary
- Prioritising personal and team tasks
- Implementing and maintaining a task list
- Identifying stressors
- Managing stress

WHO SHOULD ATTEND?

Anyone who wishes to improve their time- and stress management skills.

COURSE OUTLINE

MODULE 1 – THE NATURE AND APPLICATION OF A PROJECT AND ITS MANAGEMENT

- What is a task list?
- Prioritise tasks
- Procedure
- Allocate the tasks
- The purpose of a task list for yourself and your team
- How to produce a task list for the team in order to meet organisational requirements
- Control checklist

- Planning and scheduling
- Steps to create a schedule
- Formatting a task list
- Time wasters
- How can the above factors influence productivity?
- Pro-active vs. Re-active time
- Recording of information and documentation on the task list
- Flagging of information and documentation for further attention

MODULE 2 – PRIORITISE PERSONAL AND TEAM TASKS

- Criteria for prioritising tasks
- Tips for prioritising
- Be pro-active
- Procrastination
- Systematic recording of information in a diary
- Priorities
- Appointments, Meetings, Deadlines, Events
- Holidays and leave
- Resources and the acquisition thereof
- E-mails
- Internal memos
- Promotional planners
- Branch instructional letters (BIL's)

MODULE 3 – USE AND MAINTAIN A DIARY

- Personal organiser
- Appointment book
- The purpose of a diary
- Actions to be taken according to diary entries
- The action plan

MODULE 4 – IMPLEMENT AND MAINTAIN PERSONAL AND TEAM TASK LISTS

- Implement and maintain personal and team tasks
- Assign tasks to the team
- Stakeholders are informed of the tasks
- Amendment of task list where necessary

- Adding of new tasks and re-prioritising
- Monitoring of team members' job description
- Reporting of completed tasks

DURATION



1 Day

LOCATION



Public (at our premises in Centurion) – An individual attending

or

On-site (at your company premises) – A minimum number of learners, please enquire

CERTIFICATION / RECOGNITION



Upon completion, the learner will receive a Certificate of Attendance. Upon verified Competence, the learner will receive a Certificate of Competence from the Services Seta.

SIGNIFY ENTRY REQUIREMENTS

Learners should be competent in Communication and Mathematical Literacy at NQF Level 3.

ARTICULATION

Credits obtained during this skills programme will contribute towards qualification 57712, FETC: Generic Management, LP 47630, Level 4.

CONTACT US



academy@signify.co.za



+27 12 763 6600



www.signifylearning.co.za



<https://www.linkedin.com/company/signify-software>