



**APPLY EFFICIENT TIME
MANAGEMENT TO THE WORK OF
A
DEPARTMENT/DIVISION/SECTION**
Unit Standard: 15234



Course Information



Qualification Title	National Certificate: Environmental Management
Course Title	Apply Efficient Time Management to the Work of a Department/Division/Section
Course Level	5
Course Credits	4
Course Duration	Three days
Cost of Course	R 2 800,00 per delegate (excluding 15% VAT)

Course Overview

This highly interactive and practical course is designed to provide delegates with a sound knowledge of all elements relating to time management. This course also equips delegates with the relevant skills and ability to utilise time management techniques and processes to manage him/herself and his/her division/department/section - to aid future time management of the section.

Environmental Management System

<p>Who Should Attend?</p>	<ul style="list-style-type: none"> Designed for executives, and those involved in leadership and the management of teams, who are focused on translating strategic intent into effective daily action.
<p>Course Objectives</p>	<ul style="list-style-type: none"> The fundamental objective of the course is to equip delegates with the competence to effectively manage teams and ensure managers can translate strategy into action. Identify time management profiles. Understand the principles of time management. Draw up time-efficient work plans to carry out department/division work functions. Implement time-efficient work plans.
<p>Benefits</p>	<p>Benefits of this course include:</p> <ul style="list-style-type: none"> Improved knowledge and understanding of time management. An improved approach to implementing work time priorities. Effective communication regarding time management within departments.

Course Content

<p>Course Modules</p>	<p>Course modules consist of:</p> <ol style="list-style-type: none"> Identifying current time management techniques and processes to manage yourself or your division/department/section to aid future time management. Identifying weaknesses in terms of poor time management in current work processes. Identifying top time wasters that impact productivity (and how to minimise their negative influence). Identifying external forces that affect time utilisation - their effect with examples. Explanation of the 80/20 principle in identifying key tasks - with examples. Good and bad practices when delegating as a means of utilising time and human resources. Prioritising - to manage the work of a team/group/section and make decisions as to which tasks are of greater priority for the group.
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8. Understanding the principle of balance between the various aspects of one's life and creating time for them all to optimise one's life.
9. Understanding and defining the organisation's objectives in terms of the work that must be done by the department/division/section.
10. How to translate objectives into department/division/section work plans.
11. Identifying the key activities required to complete a specific project – analysing tasks and work procedures assigning them to a specific time frame.
12. Identifying persons to whom tasks can be delegated.
13. Creating plans to eliminate and/or manage time wasters in the department/division/section.
14. Prioritising tasks in terms of urgency and importance for the department/division/section/organisation.

Certification and Assessments

All delegates who complete the summative assessment will be assessed, moderated, and receive a SOR (Statement of Results). Thereafter a Certificate of Competence from WWiSE (or SETA for qualifications) will be issued.

About WWISE

Who are we?

World Wide Industrial & Systems Engineers (WWISE) is an ISO consultancy, training, business solutions, and systems implementation firm based in Southern Africa that provides clients with effective business processes management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, both locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business, and Project Management.

What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge, and competitiveness of client companies. This service range includes:

- ISO and SHERQ Systems implementation services, whereby we assist clients in meeting the requirements of (but not limited to) ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, and ISO 45001 Standards.
- Integrated Management Systems development whereby we integrate several business systems and management solutions into a single management system to comply with standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business, and Project Management to meet job responsibilities and expertise requirements of International Standards.
- ISO and Legal Auditing which includes Gap Analysis Audits, Product, Process, Procedural, and Systems auditing by our registered SAATCA Auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements.

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training, and auditing.