

## TIME MANAGEMENT SKILLS

Unit Standard	15234/117171/115772
NQF	Level 5
Credits	4
Duration	1 Day
Organisational Development Area	All Staff Levels

### SYNOPSIS

Today we find our selves in a volatile, turbulent and fast paced world, in which things can change in the space of a phone call. Organisations worldwide are depending more than ever on individuals to contribute, take the initiative and be more involved in creating the winning organisation.

Time management is a skill anyone can learn, although it does take consistent effort. Setting goals and reaching them should be a priority.

Every schedule reflects its maker's unique set of priorities and responsibilities. No two people have precisely the same idea of what constitutes perfect time management.

Effective time management is the preventative measure to stress.

### COURSE OUTLINE

- Left brain/right brain;
- Setting goals;
- Planning;
- Proactive Theories of Time Management;
- Organising your Workspace;
- Organising files for Retrieval;
- Managing your Workload;
- Microsoft Outlook Support Tools;
- Delegation;
- A Project Management Approach;
- Setting a Ritual.

## **COURSE OUTCOMES**

Upon successful completion of this course learners will be able to:

- Recognise the impact of the left and right brain on managing one's time effectively;
- Better organise themselves and workspace for peak efficiency;
- Value "forward thinking" techniques for setting and achieving goals;
- Identify the right things to be doing and develop plans for doing them;
- Gain a comprehensive understanding of the uses of the Task List in MS Outlook to manage daily tasks;
- Practice discernment in what to delegate and how to delegate well;
- Take control of those things that would derail workplace productivity;
- Recognise the value of a Project Management Approach in solving time management problems;
- Set a time management ritual by exploring possible barriers and enablers to characterise time management behaviours into daily routines.

## STRESS MANAGEMENT

<b>Unit Standard</b>	<b>15096</b>
<b>NQF</b>	<b>Level 5</b>
<b>Credits</b>	<b>5</b>
<b>Duration</b>	<b>1 Day</b>
<b>Organisational Development Area</b>	<b>All Staff Levels</b>

### SYNOPSIS

“There is more to life than increasing its speed.”

Mohandas K. Gandhi

This course provides an introduction and overview into the issues and considerations affecting stress especially as it occurs in the workplace. This affects the individual's ability to display effective or ineffective behaviours when internal or external stressors lead to physical or psychological stress.

Managing stress is all about taking charge: taking charge of your thoughts, your emotions, your schedule, your environment, and the way you deal with problems. The ultimate goal is a balanced life, with time for work, relationships, relaxation, and the resilience to hold up under pressure and meet challenges head on.

### COURSE OUTLINE

- Defining stress and how it affects us;
- Identifying causes of stress;
- Stress and time;
- Managing stress;
- Stress and perception;
- Taking care of your body and mind;
- Stress management strategies.

### COURSE OUTCOMES

Upon successful completion of this course learners will have the ability to:

- Recognize that stress is a positive, unavoidable part of everybody's life;
- Identify the symptoms of chronic stress overload;
- Identify how lifestyle choices can contribute to stress and how we can work toward making different choices;
- Develop some techniques to help manage stress right now;
- Begin planning long-term protection against the cumulative effects of stress.