

## TIME MANAGEMENT

US 9530

<b>Duration:</b>	1 day
<b>Target:</b>	Operators / candidates competent in NQF Level 2
<b>Prerequisite:</b>	NQF Level 2
<b>NQF Info:</b>	NQF Level 3
<b>Qualification:</b>	Towards the National Certificate in Plastics Manufacturing / Polymer Composite Fabrication / Thermoplastic Fabrication NQF Level 3
<b>Credits:</b>	3
<b>Certification:</b>	merSETA-accredited Plastics SA Certification

**Unit Standard**

- Manage work time effectively [9530]

**Objective of Learning Programme**

To create a general understanding of time-management and be able to prioritise activities in the environment. Learners will also be able to manage their work-time effectively.

**Outcomes**

*At the end of the learning programme, learners will be able to*

- Demonstrate understanding of the concept "time management in a 24-hour day world"
- Describe the difference between urgent and important and prioritise daily activities
- Estimate time spent on a task and draw up a general day, week and month planner to manage time

**Contents**

- The concept and importance of time-management in the work environment is debated
- Typical daily activities in the workplace are listed and ranked according to urgency and importance
- The listed activities are used to plan a typical day in industry
- A general day, week and month planner is drawn up
- Estimated time spent on each task is allocated to the different activities
- Provision is made for unexpected incidents and crises management

**Assessment and Certification**

- Workplace Experience Assignments to be submitted within two weeks following training. A Plastics|SA Certificate of Competence is issued to successful candidates.
- Relevant credits may be awarded to successful learners upon merSETA due approval process.