

BUSINESS SOLUTIONS - ESSENTIAL BUSINESS SKILLS
CAREER DEVELOPMENT SHORT LEARNING PROGRAMME: *TIME MANAGEMENT*

ALIGNED TO SAQA UNIT STANDARD ID: 114589 - MANAGE TIME PRODUCTIVELY

Duration:
1 DAY PROGRAMME

Time is money, the adage goes, and lots of it gets lost in disorganisation and disruption. Get a grip on your office space, organise your work flow, learn how use your planner effectively, say no without guilt, and delegate some of your work to other people. This one-day workshop helps you organise and prioritise for greater workplace efficiency. The workshop is full of ideas for organising your work area and your paperwork and working on the “right” things.

Programme overview:

- Identify, explain and describe the purpose and process of scheduling activities in own business
- Organise and prepare business activities and estimate their duration
- Develop strategies to deal with interruptions
- Develop an effective business schedule

The following are included in the Course Fee:

Tuition, student support and research supervision, any assessments that may be completed	
Meals	
Certificate of attendance	
TOTAL	R 1250.00

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 I, (student/payment sponsor), acknowledge that I understand the information stated in this document.

Date: Signature:

This Information Sheet forms part of your enrolment contract

The content of this information sheet is subject to change without notice due to legislation, market requirements or any other reason. ELMI reserves the right to change the programme subject matter without notice.

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