



MSPD

CONSULTING . CORPORATE TRAINING . PERSONNEL

Make your Dreams Come True

2016/17 Course Outline

MSPD Skills Development Programme

Managing Time for Results - 1(Day)

Unit Standards 15324 NQF level-4, 4-credits

Course Outcome

- i. The importance of time management and working within a time frame
- ii. Drawing up time efficient work plans and daily action plans
- iii. Planning and preparation to increase productivity
- iv. Organize, manage and prioritize in terms of urgency
- v. Monitoring work plans and making amendments where necessary
- vi. Understand the principles of time management

