



## MANAGE WORK TIME EFFECTIVELY – US 9530 - NQF LEVEL 3

Duration: 1 day + 1 day follow up  
Target: Operator / candidates competent in NQF Level 2  
Prerequisite: NQF Level 2  
NQF Info: NQF Level 3  
Qualification: National Certificate In Plastics Manufacturing NQF Level 3  
Credits: 3  
Certification: MERSETA accredited PFSA Certification.

Unit Standard:  
➤ Manage work time effectively [9530]

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

Outcomes: At the end of the course the 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 prioritize 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:
  - Assignments to be submitted within two weeks following training. One follow up day is required to give feedback on assessed assignments. A PFSA Certificate of Competence is issued to successful candidates
  - Relevant credits may be awarded to successful learners upon MERSETA due approval process.

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