



242811 Prioritise time and work for self and team US1512



This Unit Standard enables learners to manage time and prioritise tasks in a work environment. This Unit Standard is intended for junior managers of organisations.

Benefits of attending this courses

The qualifying learner is capable of:

- Creating, implementing and maintaining a personal and team task list.
- Using and maintaining a diary.
- Prioritising personal and team tasks.
- Implementing and maintaining a task list.

Course Options

- Classroom Facilitated – can be conducted on-site. Talk to us about this option
- Public courses – check the latest schedule for dates
- Digital Blended Learning – Download your text books and attend revision sessions
- Self-study – Download your Text books and assignments and complete at your own pace
- Customised – all learning materials can be customised to include internal SOP's

Who should attend and prerequisites

Learners should be competent in Communication and Mathematical Literacy at NQF Level 3.

How to Book

Complete the form on our website to enquire about this course and make a booking.

Course Outline – Key Learning Points

- Create a task list.
- Prioritise personal and team tasks.
- Use and maintain a diary.
- Implement and maintain personal and team task list.

Accreditation and Assessment

MerSETA Unit Standard: NLRD242811

This unit standard is on NQF Level 4 and has 5 credits.

Delegates are required to submit a Portfolio of Evidence (POE) and Final Summative Assessment (FSA) results in order to be accredited against this Unit Standard.

Duration and delivery options

This course is conducted over 1 day.

Where to next..?

After completing this course your next learning opportunities include:

- Supervisory and Leadership Skills
- Quality Management
- Motivate and build a team

About BIZZCO

BIZZCO is an accredited training provider with MerSETA and TETA. We specialise in providing training and skills development services for the Supply Chain and Operations environment. We have a number of services specially designed to enhance the performance of your Supply Chain teams.

Why not try our **Competency Assessment** to measure the skills gaps in your Supply Chain? Our website has more information about this service.