



"upliftment and empowerment through education and training"

EFFECTIVE OUTCOME BASED TRAINING THAT INCREASES PRODUCTIVITY AND ADDS TO PROFITABILITY

Skills development training focuses on up- skilling and re-skilling individuals in a particular vocation/task/job or career path. It aims to ensure that individuals are competent in their area of expertise and ensures that any skills programmes or courses completed add to the efficiency of their job at hand. It involves outcomes based training, where learners actually "do" and practice what they are taught.

Prior to certificates being issued, learners need to prove their competence against a set of outcomes and associated assessment criteria by completing projects, written assessments or portfolios of evidence.

WHY USE YONKE ENVIRONMENTAL SOLUTIONS?

Yonke Environmental Solutions is a private Training Provider committed to the success of its learners, stakeholders and the transport and warehousing sector as a whole. Yonke prides itself in offering dynamic training courses at the most cost effective prices, using professionally trained facilitators and full accredited assessors.

We are a fully accredited with the Transport Education and Training Authorities as well as an Authorised Training Body for the Department of Transport.

COST AND DURATION

2 DAY COURSE R 900.00 per candidate

YONKE ENVIRONMENTAL SOLUTIONS

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TETA ACCREDITATION NUMBER: TETA 04-117
DOT APPROVED PROVIDER: PRDP(D)11/2008

TIME MANAGEMENT AND PRODUCTIVITY

Based on SAQA Unit Standard 117171 – NQF3

The basis of this programme is to allow each learner to reflect on his/her use of time and to investigate various tools and techniques that can be used to enhance time management and productivity.

This course will allow each learner to examine his/her own personal situation with regards to daily activities both at home and at work. Work with and understand tools that are used to enhance productivity and time management, including schedules, to do lists, calendars and digital personal assistants. Draw up action plans including timeframes, resources, minimum standards and mechanisms for review, for all tasks at hand, and finally to prioritize and organise tasks in such a manner that productivity is enhanced and time is used to a maximum.



OUTCOMES

By the end of the course, the learners will be to:

- Reflect on personal use of time in order to plan a balanced lifestyle
- Research aspects of a balanced lifestyle and their relationship to productivity.
- Investigate tools and techniques to manage time
- Apply knowledge of time management to enhance productivity

