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|  <p><b>LGSETA</b><br/>CREATING GREATER IMPACT</p> |   |
| <p>This programme is accredited with the LGSeta</p>                                                                               |                                                                                                                                                                      |

LeMark Training & Development is an accredited provider of Education and Training with the Services Seta, ETQA, Provider Entity Number: (0149) Company reg no: 2010/002646/07 (was 2001/025985/23)

**ACCREDITATION STATUS: FULL ACCREDITATION**

**GET SOME \$\$\$ MONEY BACK – FOR INVESTING IN YOUR STAFF - CLAIM YOUR LEVIES BACK –** We are fully SETA accredited and that means you claim back up to 50% of the Course fee from your Seta, terms and conditions of your seta applies. **Call us for a no-obligation Quotation for groups or In-house Training at: 012 654 4288; f. 086 600 2338 or info@lemark.co.za**

### 3 DAY SKILLS DISTANCE/ONLINE LEARNING PROGRAMME ON: TIME MANAGEMENT (NQF level 5, 4 Credits, US: 15234)

**10-12 November 2025**

**Next Dates: TBA 2026**

***This learning programme will help people learn to manage their time more effectively. As a result, productivity will improve, people will feel more motivated and stress levels will be reduced. Operating in a world of ever-increasing demand we need to build the necessary capacity to sustain high performance. To cope with this demand, we have become very creative in developing different ways of managing our time.***

Personal time management skills are essential skills for effective people. People who use these techniques routinely are the highest achievers in all walks of life, from business to sport to public service. If you use these skills well, then you will be able to function exceptionally well, even under intense pressure. Effective time and energy management enables you to beat the intense stress of work overload. What should be kept in mind though is that energy is the fundamental currency of high performance. Every thought, action and feeling has an energy consequence. Energy is the most important individual and organizational resource. To be fully engaged we need to be physically energized, emotionally connected, mentally focused and spiritually aligned. Full engagement is the consequence of skillful management in all dimensions and is essential to real successful time management.

**PROGRAMME OUTCOMES:** After successful completion of this programme you will be able to:

- ✓ Identifying time management profiles
- ✓ Understanding the principles of time management
- ✓ Effectively plan and confidently prioritise your workload to ensure your own and your manager's/team's objectives are achieved.
- ✓ Implement new systems to eliminate time wastage and enhance your own performance and that of your manager/team.
- ✓ Deal effectively with emails, paperwork, telephone queries and interruptions.
- ✓ Identify and remove unnecessary 'time stealers'.
- ✓ Plan to meet key deadlines, which determine your success and that of your manager/team.
- ✓ Keep one step ahead to support your manager/team in a more proactive way.

- ✓ Drawing up efficient work plans to carry out department/division/section work

Function.

- ✓ Implementing time efficient work plans.

**WHO SHOULD ATTEND:** Line managers, support staff: Secretaries and administrators who are looking to improve their time management and organisational skills in order to effectively manage their own workload and enhance their performance.

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| <p><b>Programme Content/Outline:</b></p> <p><b>What is Time Management?</b></p> <ul style="list-style-type: none"> <li>✓ Understanding the concept</li> <li>✓ A whole-brain approach is needed for successful time management</li> </ul> <p><b>Completing a Time Audit</b></p> <ul style="list-style-type: none"> <li>✓ Analysing how time is used at work</li> <li>✓ Why am I employed?</li> <li>✓ Job description</li> </ul> <p>The importance of tasks included in a job description, in relation to an organisation's goals/mission or vision.</p> | <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>✓ Annual planning</li> <li>✓ Achievements/failures</li> </ul> <p><b>Daily planning</b></p> <ul style="list-style-type: none"> <li>✓ Developing a strategy</li> <li>✓ Using a diary</li> <li>✓ Prioritising</li> <li>✓ Allocation of tasks in relation to specific attention period</li> <li>✓ Good/bad times during the day</li> <li>✓ Sticking to your plan, How?</li> <li>✓ Some helpful tips</li> </ul> |
| <p><b>Getting Organised</b></p> <ul style="list-style-type: none"> <li>✓ Categorising tasks</li> <li>✓ Avoiding time wasters</li> <li>✓ Personal discipline; Achieving goals</li> </ul> <p><b>Learning to Delegate</b></p> <ul style="list-style-type: none"> <li>✓ Responsibility; Authority</li> <li>✓ Instruction/deadlines</li> <li>✓ Skills; Progress reviews; Accountability</li> </ul>                                                                                                                                                          | <p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>✓ How to manage meetings using time more effectively</li> </ul> <p><b>Additional skills</b></p> <ul style="list-style-type: none"> <li>✓ Time savers</li> <li>✓ Punctuality and professionalism</li> </ul>                                                                                                                                                                                                 |

**Unit Standard:** This programme is aligned to the following unit standard: Unit standard Id: 15234

Unit Standard Title: Apply efficient time management to the work of a department /division/ sector. *This core unit standard is an extract of the following qualification: Further education and Training Certificate: Business Administration Services (Id: 61595) NQF Level 4.*

**Assessment:** Learners will have to prove their competence in applying the knowledge, skills and behaviour learnt during class exercises and group work. Each learner must submit a portfolio of evidence (PoE) within a specific timeframe.

**Re-submissions:** When a learner is found Not Yet Competent, they will be given one chance to re-submit, they will have 7 days (weekends & holidays included) to complete their PoE/Assignment. Should they not meet this deadline or if they are found Not Competent for the second time they will have to book, pay and attend the programme/course at their own expense.

### **Certification:**

The attendance of the first day of class as well as a total minimum of 80% class attendance is compulsory in order to be eligible to hand in your PoE/Assignment. After the successful completion of this skills programme and the portfolio of evidence (PoE), learners will receive a **LGSETA Certificate of Competence**. Alternatively learners will receive a **Lemark Letter of Attendance**.

**HOW TO BOOK:**

**Contact us for no obligation quotation for in-house training or complete a registration form email to [admin@lemark.co.za](mailto:admin@lemark.co.za)**

**RATE: R7 560.00 (incl. VAT) Per Person (Study Material).**

**REFERENCE NUMBER:** Please Use Your Invoice Number.

**CLOSING DATE FOR REGISTRATION:** Last Working Day before Programme Starts.

**CANCELLATION DATE:** 7 Working Days before Programme Starts.

Very Important - PLEASE NOTE: Learners are expected to work through the study manual before attending the course. Therefore, the study material will be hand delivered/couriered to learners who will register two weeks before the start of the course. Learners registering (to attend this course) after 2 weeks before the course) will be responsible to collect their own study material from the LeMark offices. It is also your responsibility as learner to ensure that you bring your file with you to the course – no extra files will be available.

**ONCE YOU HAVE RECEIVED THE STUDY MATERIAL, NO CANCELLATIONS WILL BE ACCEPTED!**

**INTELLECTUAL PROPERTY RIGHTS:****Definitions:**

- **"Intellectual Property"** means intellectual capital embodied in any and all technical and commercial information, including, but not limited to chemical structures, biological or chemical information, manufacturing techniques and designs, specifications and formulae, know-how, data, systems and processes, production methods, methodologies, trade secrets, undisclosed inventions, financial and marketing information, as well as registered and unregistered intellectual property in the form of patents, trademarks, designs and plant breeders' rights (whether granted, registered or applied for, and copyright in any works including literary works or computer software programmes.
- **The Service Provider** – means LeMark Training & Development Pty Ltd or LeMark.
- **The Client** – means the person the quote/marketing outline is addressed to and the training/consultation will be done for.

On acceptance of this quotation for services to be rendered as per marketing letter outline, the Service Provider (LeMark Training & Development Pty Ltd) shall retain ownership in the copyright in its pre-existing intellectual property, in particular the copyright in the Training Manual/Modules, as well as its working papers and, for purposes of clarity, shall own its methodologies and intellectual property on its investigative techniques, evidence collection methods, skill, expertise etc.

- The Service Provider warrants that it is the developer of the Training Materials/Manual/Modules, that copyright vests therein, and that such copyright is owned by the Service Provider.
- **The Client** acknowledges that copyright in the Training **Materials/Manual/Modules** vests in the Service Provider and that use of the Training Material is under license from the Service Provider, for purposes of the Project, and subject to the provisions contained in the Agreement.
- The parties agree that no documentation between the parties constitute an assignment of the ownership of the copyright in the Training Manual/Materials/Modules.
- **The Client** undertakes not to attack, or support an attack, on the ownership of the copyright in the Training Materials/Manual/Modules of the Service Provider and to promptly report any possible infringements thereof to the Service Provider.
- **The Client** undertakes not to use, amend, modify or alter the Training Materials/Manual/Modules, without the express written permission of the Service Provider.

**Terms, Conditions & Disclaimer:**

- **Admission conditions and cancellation policy applies.** For full details contact LeMark Training & Development (Pty) Ltd (LeMark) or visit our web site: [www.lemark.co.za](http://www.lemark.co.za). LeMark **reserves the right to postpone/reschedule or cancel SCHEDULED skills programmes or courses** should the number of bookings not justify the presentation of the event. **The liability** of LeMark in the event of a skills programme, seminar or course being cancelled will be limited to a refund of the event fees to the delegate.
- **An official booking form confirmation (LeMark Completed Registration Form) must be received from the Customer in order to reserve a place for all the LeMark Scheduled Training Programmes.**
- **Prior to the receipt, acceptance and acknowledgement by LeMark of your confirmation/ booking (registration form/s), you will not be deemed as booked. (Please refer to Booking Procedure and Confirmation Instructions).**
- **It is the responsibility of the Customer to enquire should they not receive a confirmation from LeMark after they have submitted a registration form or payment for training.**
- **We reserve the right to change the venue and the order of the presentation** or if absolute necessary to substitute a **facilitator or presenter.**
- LeMark is **ACCREDITED by the SERVICES SETA** as an institution delivering quality education and training Provider. Entity Number: (0149)2010/002646/02 (was2001/025985/23).
- **Price and availability** subject to change without notice, although we try to assure accuracy, LeMark cannot be responsible for typographical or photo error on our web site, electronic and printed material.

**The LeMark Customer Service Charter:** *The first principle toward which LeMark strives is total client satisfaction.*

*Our full promise to you is listed on our website [www.lemark.co.za](http://www.lemark.co.za).*

*We would love to hear from you, our valued client, if you feel we are not fulfilling our promise to you!*

**Please note: the LeMark Course Rate includes:**

**The delivering of training, Assessment, Moderation & Certification Costs!**