

# UFS FORM 5: SHORT LEARNING PROGRAMME

## SECTION A: CATALOGUE

**CODE:** SPITMS

**TITLE:** Individual Time Management Strategies

**QUALIFICATION TITLE:** B Admin

**NQF LEVEL:** 5

**CREDITS:** 1

**NOTIONAL LEARNING HOURS:** 10

**FORMAL CONTACT TIME:** 8 hours

### LEARNING ASSUMED TO BE IN PLACE:

- The general regulations of the University of the Free State will also be applicable.

### LEARNING OUTCOMES:

#### Learner's will be able to:

- Analyse personal time management weaknesses and strengths.
- Identify which time managers strategies each individual suit to ensure higher productivity.
- Prepare a Plan of action for time management at office.

### BRIEF DESCRIPTION OF CONTENT:

Analysing individual time management temperaments. Draw a link between personalities and time management. Determination of biggest time wasters and reasons thereof. Time management strategies, customise for different temperaments. Time management applied on the individual level and action plan for the workplace.

### CRITICAL OUTCOMES SUPPORTED BY SHORT LEARNING PROGRAMME:

Learner's will be able to identify their personal limitations to time management and identify which time strategies to use.

<b>Analysing my time management temperament</b>	<b>Individual activities</b>	<b>2 hours</b>
<b>The link between personalities and time management</b>	<b>Mini lecture</b>	<b>1½ hour</b>
<b>Determination of biggest time wasters and reasons there off.</b>	<b>Group activities Group discussion and feedback to bigger group</b>	<b>3 hours</b>
<b>Time management strategies, customise for different temperaments</b>	<b>Mini lecture combined with group activities</b>	<b>1½ hour</b>
<b>Time management applied on individual level and action plan for the office</b>	<b>In basket training and evaluation</b>	<b>2 hours</b>
<b>TOTAL</b>		<b>10 HOURS</b>

## **METHODS OF ASSESSMENT:**

- Individual assessments
- Group assessments
- In basket training

## **ASSESSMENT CRITERIA:**

Participant is expected to present the outcome of the assignments according to the critical outcomes as identified above.

## **ORGANISING FIELD:     3**

- (1 = Agriculture and Nature Conservation)
- (2 = Culture and Arts)
- **(3 = Business, Commerce and Management Studies)**
- (4 = Communication Studies and Language)
- (5 = Education, Training and Development)
- (6 = Manufacturing, Engineering and Technology)
- (7 = Human and Social Studies)
- (8 = Law, Military Science and Security)
- (9 = Health Sciences and Social Services)
- (10 = Physical, Mathematical, Computer and Life Sciences)
- (11 = Services)
- (12 = Physical Planning and Construction)

**APPROVAL DATE:**           June 2005

**REVIEW DATE:**             February 2007

**DEPARTMENTAL OR PROGRAMME "HOME":**       Public Management

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