



**SHORT COURSE IN BUSINESS ADMINISTRATION:**  
Apply efficient time management to the work of a department/division/section

**OUTCOMES**

The qualifying learner is capable of:

- Identifying time management profiles
- Understanding the principles of time management
- Drawing up time efficient work plans to carry out department/division/ section work functions
- Implementing time efficient work plans.

## SAQA US ID

US 15234

## UNIT STANDARD TITLE

Apply efficient time management to the work of a department/division/section

## NQF

4

## CREDITS

4

## PURPOSE OF THE UNIT STANDARD

This unit standard is designed for executives involved in Leadership and the management of teams, and focuses on translating strategic intent into effective daily action. Competence against this standard will ensure that teams are effectively managed and that managers can translate strategy into action.

## COST

This course costs **R1 100.00**

## ENROLMENT

To enrol onto this course, you will need to create a student account by clicking on the link below.

<http://www.vitalonline.co.za/moodle/login>

Once you have created an account click on the link below to take you to the payment and enrolment page for this course.

**Click here**

## CONTACT US

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