



**SHORT COURSE IN GENERIC MANAGEMENT:**  
Prioritise time and work for self and team.

**OUTCOMES**

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.

## SAQA US ID

US 242811

## UNIT STANDARD TITLE

Prioritise time and work for self and team.

## NQF

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## CREDITS

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## PURPOSE OF THE UNIT STANDARD

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.

## COST

This course costs **R1 375.00**

## 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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