



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Time Management Skills For Workplace Productivity Training

Business, Commerce and Management Studies / Generic Management

Unit Standard 114589 · NQF Level 4 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with practical time management techniques to enhance productivity in the workplace. Participants will learn to prioritize tasks, set goals, and manage distractions effectively. The training aims to reduce stress and improve work-life balance through structured planning and delegation.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	114589
Accreditation	SAQA Accredited · NQF Level 4 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply time management principles to prioritize tasks and allocate resources effectively.
- Analyze personal time usage patterns to identify areas for improvement.
- Evaluate the impact of procrastination and implement strategies to overcome it.
- Design a personal time management plan incorporating goal setting and scheduling.
- Implement techniques to manage interruptions and maintain focus in the workplace.
- Demonstrate the ability to delegate tasks appropriately to optimize team productivity.

WHO SHOULD ATTEND

- This course is designed for employees at all levels who wish to improve their personal productivity and time management skills.
- It is particularly beneficial for professionals facing competing deadlines and those transitioning into roles with greater responsibility.

COURSE OUTLINE

Day 1: Foundations of Time Management for Workplace Productivity

- Introduction to time management: benefits and common challenges.
- Identifying time wasters: internal and external distractions.
- The Eisenhower Matrix: urgent vs. important tasks.
- SMART goals and task prioritisation.
- Planning tools: daily to-do lists, weekly planners, and digital calendars.
- Techniques for managing interruptions and procrastination.
- Delegation and saying no.
- Review and action plan for workplace implementation.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **4 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	10 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Mauritius
12 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
14 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	17 Aug 2026	On-Campus	Durban, South Africa
18 Aug 2026	18 Aug 2026	On-Campus	Shenzhen, China

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 114589) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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