



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 and Work Prioritisation for Self and Team

Business, Commerce and Management Studies / Generic Management

Unit Standard 242811 · NQF Level 4 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills to effectively prioritise time and work tasks for themselves and their teams. Participants will learn to balance competing demands, manage workloads, and enhance productivity through structured planning and delegation techniques.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	242811
Accreditation	SAQA Accredited · NQF Level 4 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply time management principles to prioritise own work tasks and schedules.
- Analyse team workloads and identify priorities to align with organisational objectives.
- Evaluate the impact of interruptions and implement strategies to minimise disruptions.
- Design a prioritisation system for self and team using tools like the Eisenhower Matrix.
- Implement delegation techniques to distribute tasks effectively within the team.
- Demonstrate the ability to review and adjust priorities in response to changing circumstances.

WHO SHOULD ATTEND

- Managers, team leaders, and supervisors who need to optimise their own time management and coordinate team activities to meet organisational goals.

COURSE OUTLINE

Day 1: Foundations of Time and Work Prioritisation

- Introduction to time management concepts and benefits.
- Understanding the urgency-importance matrix (Eisenhower Matrix).
- Identifying common time wasters and distractions.
- Goal setting with SMART criteria.
- Creating effective to-do lists and prioritising tasks.
- Introduction to planning tools (digital and paper-based).
- Managing interruptions and maintaining focus.
- Self-assessment: personal time management habits.

Day 2: Prioritisation for Teams and Practical Integration

- Prioritisation frameworks for teams (e.g., MoSCoW method).
- Delegation principles: matching tasks to skills.
- Collaborative scheduling and shared calendars.
- Handling interruptions and urgent requests in a team context.
- Balancing individual and team priorities.
- Reviewing and adjusting priorities in dynamic environments.
- Creating a personal time management action plan.
- Course wrap-up and Q&A.

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 **5 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,400.00	R 15,400.00
1	In-House	R 20,000.00	R 20,000.00
1	On-Campus (Pretoria)	R 23,100.00	R 23,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	05 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	05 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	05 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	07 Aug 2026	On-Campus	Mauritius
06 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	11 Aug 2026	On-Campus	Mauritius
10 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE

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 242811) 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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