SA BUSINESS SCHOOL

STRESS & TIME MANAGEMENT PROGRAMME

UNIT STANDARDS – 252031 / 242819 /15234 / 242811

Duration : 5 Days

Credits: 23

Delivery Method
Online Learning, Blended Learning and instructor-led learning

STRESS & TIME MANAGEMENT

OVERVIEW

This course combines stress and time management with team motivation and emotional intelligence to enhance workplace performance. Participants will learn to prioritize tasks, implement efficient work plans, and manage time effectively. They will explore motivational techniques, strengthen team dynamics, and recognize achievements. Additionally, the course focuses on applying emotional intelligence principles to improve self-management and interpersonal relationships, fostering a more productive and cohesive work environment.

Prioritise time and work for self and team - (242811)

- 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.

Apply efficient time management to the work of a department/division/section -(15234)

- 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.

Motivate and Build a Team -(242819)

- Explaining the importance of motivating a team.
- Demonstrating an understanding of self and team members in a workplace.
- Applying theories of motivation and group dynamics.
- Implementing a plan of action to strengthen a team.
- Providing feedback and recognising achievements.

Apply the principles and concepts of emotional intelligence to the management of self and others - (252031)

- Demonstrating knowledge and understanding of the principles and concepts of emotional intelligence in respect of life and work relations.
- Analysing the role of emotional intelligence in interpersonal and intrapersonal relationships in life and work situations.
- Analysing the impact of emotional intelligence on life and work interactions.ping.
- Evaluating own level of emotional intelligence in order to determine development areas.