SA BUSINESS SCHOOL

Lead change. Build stronger teams. Drive lasting impact.



PERSONAL EFFECTIVENESS & SELF-MANAGEMENT

COURSE OUTLINE

UNIT STANDARD

8618; 120308

This course helps learners understand their interests and abilities, plan activities, evaluate their performance and make informed life and career decisions. It develops motivation, employability and workplace skills, contributing to personal development and organisational productivity and sustainability.

ORGANISE ONESELF IN THE WORKPLACE

(Unit Standard 8618)

- Maintain personal hygiene, grooming and dress code.
- Decide whether to interact with people and follow company procedure when absent due to illness.
- Identify possible unforeseen circumstances to plan alternative action in advance.
- Evaluate own skills and areas for development.

APPLY KNOWLEDGE OF SELF IN ORDER TO MAKE A PERSONAL DECISION

(Unit Standard 120308)

- Demonstrate knowledge and understanding of self as a unique individual.
- Demonstrate understanding of self in relation to different environments.
- Using a variety of strategies to deal with life situations.
- Making an informed life decision based on self knowledge.

DURATION
2 DAYS

CREDITS
6 CREDITS

DELIVERY METHOD
ONLINE, BLENDED AND INSTRUCTOR-LED LEARNING