SA BUSINESS SCHOOL

Lead change. Build stronger teams. Drive lasting impact.



WORKPLACE PRODUCTIVITY & TEAM EFFECTIVENESS

COURSE OUTLINE

UNIT STANDARD

14342; 8420

This course develops effective teamwork and time management skills, enabling learners to understand team roles, responsibilities and external influences, evaluate team success, and manage their time efficiently to improve workplace performance.

MANAGE TIME AND WORK PROCESSES WITHIN A BUSINESS ENVIRONMENT

(Unit Standard 14342)

- Creating, maintaining and using a task list to follow up and assist in completing tasks.
- Receiving and capturing diary information on line, or process it manually.
- Scheduling time to complete tasks according to specific deadlines and reporting incomplete activities timeously.
- Planning and following a work schedule.

OPERATE IN A TEAM

(Unit Standard 8420)

- Identify the structure and purpose of a particular team.
- Describe and carry out the roles and responsibilities required to work in a team.
- Identify factors affecting a team within workplace and learning environment and explain affect.
- Describe the workplace and learning environment organisation.
- Review the effectiveness of a team.

DURATION	CREDITS	DELIVERY METHOD
3 DAYS	8 CREDITS	ONLINE, BLENDED AND INSTRUCTOR-LED LEARNING