






TIME MANAGEMENT

Get Organised for Peak Performance





Time is money, the saying goes, and lots of it gets lost in disorganisation and disruption. A constant barrage of technology, people and tasks can contribute to never getting things done. Many people find that they flit from one task to another, without successfully completing anything.

In this course, you will learn how to make the most of your time by getting a grip on your workflow and office space, using your planner effectively and delegating some of your work to other people.












WHAT WILL STUDENTS LEARN?

-  Better organise yourself and your workspace for peak efficiency.
-  Understand the importance of, and the most useful techniques for, setting and achieving goals.
-  Identify the right things to be doing and develop plans for doing them.
-  Learn what and how to delegate effectively.
-  Take control of things that can derail your workplace productivity.

WHAT'S INCLUDED?

-  Interactive digital learning
-  Assignments
-  Assessments
-  Personalised Certificate of Completion

WHAT TOPICS ARE COVERED?

-  Overview
-  The Power of Change
-  Change our Perspective
-  Setting Goal
-  Planning Tips and Tricks
-  Setting up a Routine
-  Doing it Right
-  Putting an End to Procrastination
-  Getting Organised
-  Organising your Files
-  Managing your Workload

COURSE FAQ'S

PAYMENT

Learners can pay online via our secure payment gateway and make payment via electronic transfer, debit card or credit card.

When payments are made through the payment gateway, learners will receive email communication containing the details of the transaction and the invoice.

REFUNDS

Refunds are not issued to learners that have registered and processed payments for the registered course. Refunds will only be issued in the event a payment is made for the same learner and course on more than one occasion.

The turnaround time for refunds is seven working days once confirmation of banking details and all necessary documentation is received. Please note all refunds are executed by the payment gateway provider and access to the learning platform will be revoked immediately. Learners will receive communication in the event access to the platform is revoked due to a refund request.

ACCESS

Learners will have to register after purchasing the course through our website. Thereafter, learners will receive an email containing their login details and the URL of the learning platform.

Learners will be able to access the platform for 3 months after completing the course.

LEARNING SUPPORT




All learning support queries will need to be submitted or logged through the online support chat directly on the learning platform.

TECHNICAL SUPPORT

All technical support queries will need to be submitted or logged through the online support chat directly on the learning platform.

TECHNOLOGY/EQUIPMENT

All learners will require to access to the technology and equipment below;

-  Laptop, desktop computer or tablet (with a virtual or physical keyboard)
-  Microsoft Word and an email account (Outlook, Gmail, etc.)
-  Internet to login to our learning platform

ENTERPRISE/COMPANY PACKAGE






Siyandza offers customised packages and enterprise course solutions for multiple learners. Please contact info@siyandza.co.za for detailed information.

ASSESSMENT PROCESS

All formative assessments will be automatically graded on the learning platform and all assignments will be uploaded on the learning platform, which will be graded by our assessors.

Please note that all assignments will be graded within seven days of submission.

CERTIFICATION

-  Learners who meet all minimum requirements for the course are awarded a Certificate of Completion.
-  Certificates will be issued to learners within seven days of successfully completing the course.
-  All certificates will be emailed directly to learners.
-  Certificate of Completion (Learners who have completed the course).
-  Certificate of Achievement (Learners who have passed all assessments and assignments with a pass rate of 70%).

