

Unit Title: Understanding Time Management In The Workplace
Unit Level: Level 1
Unit Credit Value: 2
GLH: 18
LASER Unit Code: WJC424
Ofqual Unit Code: H/506/0761

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand time management.	1.1	Define what is meant by 'time management'.
		1.2	Identify how to effectively manage own time.
		1.3	Identify how to manage other people's time.
2.	Understand the factors that affect time management.	2.1	Identify the factors that will affect their time management.
3.	Know how to delegate.	3.1	Identify how to delegate.
		3.2	Identify what should be delegated.
		3.3	Identify the benefits to delegation.
4.	Understand the techniques used in time management.	4.1	State the methods of managing time.
		4.2	List three time management tools.

Assessment Guidance:

NA

Additional Information:

NA