

Unit Title: Developing Time Management Skills
Unit Level: Entry 3
Unit Credit Value: 1
GLH: 10
LASER Unit Code: WJF495
Ofqual Unit Code: T/507/6690

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know the importance of time management in the work place.	1.1	Identify ways in which people can manage their time in the work place.
		1.2	State the benefits of good time management.
2.	Be able to demonstrate time management skills.	2.1	Prioritise simple tasks.
		2.2	Give examples of how long simple tasks will take to complete.
		2.3	Complete simple tasks within an agreed time.
		2.4	Identify who to contact if a task will not be completed on time.

Assessment Guidance:
NA

Additional Information:
NA