



TRAINING AND PROJECTS

"making your skills a priority"

**Course Title:** Plan, Organise, and Manage Own Activities in the Organisation

**SAQA ID:** 252259

**NQF Level:** 1

**Credits:** 2

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### **Course Description:**

This course equips learners with the knowledge and skills to plan, organize, and manage their activities effectively within an organization. The focus is on self-management, setting priorities, organizing tasks, and improving productivity. Learners will also understand how their roles contribute to the overall goals and objectives of the organization. The course emphasizes time management, goal setting, and effective personal organization strategies to enhance work performance and efficiency.

### **Course Objectives:**

By the end of this course, learners will be able to:

- Plan and organize their work activities according to organizational goals and objectives.
- Manage time effectively by setting priorities and deadlines.
- Identify resources required for tasks and manage them efficiently.
- Monitor and evaluate their progress in achieving set goals.
- Contribute positively to the organization's productivity through personal effectiveness.

### **Benefits of Completing this Course:**

- Improved personal productivity and time management skills.
- Enhanced ability to plan and organize work tasks in line with organizational objectives.
- Better understanding of how individual performance contributes to the success of the organization.
- Acquire tools and techniques for effective self-management and resource allocation.
- Gain a recognized qualification that enhances your role and performance within the organization.

### **Who Should Attend:**

- Employees at all levels who need to improve their personal organization and time management skills.
- Team members responsible for planning and managing their tasks within an organizational framework.
- Anyone who wants to enhance their self-management skills to meet organizational goals more effectively.



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### **Assessment:**

Assessment will be based on the learner's ability to demonstrate effective planning, organizing, and managing of their work activities. This may include:

- Written assessments covering planning and time management principles.
  - Practical demonstrations of task planning and prioritization.
  - Scenario-based assessments to test learners' ability to manage resources and evaluate their progress.
  - Group discussions on personal and organizational effectiveness.
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### **Specific Outcomes and Assessment Criteria:**

By successfully completing this SAQA Unit Standard, learners will demonstrate competency in the following:

#### **1. Plan and Organize Personal Work Tasks:**

- Set clear and achievable goals that align with organizational objectives.
- Organize tasks based on priority, resources, and deadlines.
- Assessment Criteria: Practical assessment on the ability to plan and organize a work schedule and meet deadlines.

#### **2. Manage Time Effectively:**

- Use time management techniques to improve efficiency, including the use of calendars, to-do lists, and scheduling tools.
- Balance competing priorities and deadlines to manage workload effectively.
- Assessment Criteria: Scenario-based tasks requiring time management and prioritization of activities.

#### **3. Identify and Manage Resources:**

- Identify the necessary resources for tasks, including equipment, information, and personnel.
- Allocate resources effectively to complete tasks efficiently and within deadlines.
- Assessment Criteria: Practical exercises to identify and allocate resources for a project or task.

#### **4. Monitor and Evaluate Personal Performance:**

- Regularly monitor progress against set goals and make adjustments as needed.
- Evaluate personal effectiveness and identify areas for improvement.
- Assessment Criteria: Written reflection or practical exercise demonstrating self-evaluation and adjustments to improve performance.



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#### 5. **Contribute to Organizational Goals:**

- Understand the relationship between personal performance and organizational success.
- Align personal tasks and responsibilities with the strategic objectives of the organization.
- Assessment Criteria: Discussion and written assessment on how personal work contributes to the achievement of broader organizational goals.

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By completing this course, learners will be better equipped to manage their own activities effectively, contributing to both their personal success and the productivity of their organization.