

ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

COURSE OUTLINE



PROGRAMME: Employability Skills Training Course
DURATION: September - November 2016
DAY(S): Fridays
MODE: Full-Time
COMPONENT: Effective Time Management
LECTURER: Yvette Weekes
CAMPUS: Champs Fleurs

Lecture Number	Lecture Day & Date		Time	Hrs	Cum Hrs	Lecture Topic (s)	No./ Type of Session	Important Concepts/ Ideas to know	Expected Reading	Other Matters	Questions	Items Due For Next Class
1	Fri	16-Sep-2016	8:30am - 11:30am	3.0	3.00	Overview/ Introduction/Your Time Management Style	1 / Lt	Introduction to Time Management; How much time you need to study; how do you currently study (Time, Environment & Organization); Your Current Use of Time; Understanding the differences between individuals				Review Class Work
2	Fri	23-Sep-2016	8:30am - 11:30am	3.0	6.00	Your Prime Time; Make a TO DO List	2 / Lt	What would you do with two extra hours; Principles of Time Management; Control your time				Review Class Work
3	Fri	30-Sep-2016	8:30am - 11:30am	3.0	9.00	Force Field Analysis; Challenges of Time Management	3 / Lt	Learn theory of Force Field Analysis by Kurt Lewin; Apply theory to your personal life				Review Class Work
4	Fri	14-Oct-2016	8:30am - 11:30am	3.0	12.00	Fundamentals of Time Management	4/ Lt	Learn theory of Fundamentals of Time Management by Masterton; Apply theory to your personal life; Action Plan				Review Class Work
5	Fri	21-Oct-2016	8:30am - 11:30am	3.0	15.00	Planning Part I	5 / Lt	Review individual plan; what do you see will work and what will not justifying your reasons				Review Class Work

Key / Legend

Lt = Lecture T=Tutorial

**Last Notes: SBCS reserves the right to make changes to the information contained herein. Any changes effected to the information contained herein will be made known to all students concerned via class announcement. It is thus the responsibility of the student to attend all classes and to keep abreast of matters should they be absent from any class session. Students are advised and encouraged to contact their fellow classmates for updates where class sessions have been missed.
Date syllabus last modified: July, 2016.**