Open University *of* Mauritius

Employability Skills Programme

Time and Priority Management – Ues008

Programme Objectives are to:

- To acquire planning skills to be applied in everyday life and at work
- To assess the importance of goals and priorities in one's life
- To equip learners with strategies to manage their time and priorities effectively

Course description: 12 units with videos, guidelines, self assessments, exercises

Course delivery: Online learning through Moodle

Course content:
1. Running out of Time

2. Personal Organisers

3. Paperwork

4. Your Purpose

5. Effective Goal-Setting

6. Personality - How assertive are you?

7. Priority Management

8. Planning – the Nuts and Bolts of Task Management

9. Successful Self -Management

10. Pressure / Stress- Cool Off

11. Procrastination

12. Productivity

Course Certification :
A Certificate of Participation (upon viewing of videos and completion of all self assessments and exercises)
Examination (submission of portfolio) is optional but necessary to earn a Statement of Accomplishment