



Foundations Of Efficiency



Certification

Graduates receive DTA Short Course Certificate



Duration

2 days (16 hours)

Course Description

The Foundations of Efficiency course is designed to build the essential soft skills required to function effectively in structured environments. It introduces learners to essential workplace behaviours, teamwork skills, time management techniques, adaptability tools, and professionalism standards. This course provides the soft skill foundation required to contribute meaningfully within a team and navigate daily workplace challenges with maturity and resilience.

Course Outcome

- How to contribute meaningfully to a team using trust, shared goals, and complementary roles
- How to communicate clearly, respectfully, and constructively with others
- How to stay adaptable in changing situations and maintain a positive mindset
- How to manage emotional triggers and remain composed in stressful situations
- How to plan your time effectively, reduce distractions, and avoid procrastination
- What it means to be professional in conduct, presentation, and interpersonal behavior
- How to navigate and resolve workplace conflict using calm and practical techniques

Topics Covered:

- The Power of Teamwork
- Communication in Teams
- Adaptability and Change Readiness
- Emotional Resilience and Self-Regulation
- Time Management Essentials
- Professional Workplace Behavior
- Conflict Management & Resolution



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