Time Management & Organisational Skills

About the event:

Topics include:

- Distinguishing between high and low value tasks
- Identifying the categories of time usage
- Understanding the five steps to prioritisation
- Managing interruptions
- Introducing changes to our schedules

Event details:

Date: Monday 17th October 2011

Time: 18:30 (Tea & Coffee from 6.00pm)

Venue: Rochestown Park Hotel, Cork

For further details on this event, check out our community calendar in the members area of the website or visit the Cork Region website.

Fees: This is one of as series of four lectures for which fees are payable.

- Member: €60 (Series); €20 (Lecture)
- Non-Member: €80 (Series); €25 (Lecture)
- Unwaged: €30 (Series); €10 (Lecture)

Booking: Booking is required and full details are on www.engineersirelandcork.ie and from CPD2011@engineersirelandcork.ie. Group discount available.

Biography – Tiernan Ivory

Tiernan Ivory is one of Ireland’s foremost CPD consultants for engineers, with fifteen years’ lecturing, training and facilitation experience. He has worked with Engineers Ireland since 1999 in enhancing engineers’ technical writing and time management skills. He holds an MA in English from University College Dublin and a Certificate in Training and Continuing Education from NUI Maynooth. Prior to his university studies he trained as a chartered accountant.