

# ENGINEERS IRELAND - CORK REGION CPD LECTURE SERIES

## Time Management & Organisational Skills

### About the event:

### Topics include:

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

### Event details:

**Date:** Monday 17<sup>th</sup> 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 a 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](http://www.engineersirelandcork.ie) and from [CPD2011@engineersirelandcork.ie](mailto: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.