

Align all of your staff by giving them the tools to effectively prioritise and organise their time

Prioritisation & Time Management Skills

One-day programme

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Who should attend:

Delegates who are or will be reviewing how they personally organise their work as part of their organisation's strengthening process.

Facilitator:

Tiernan Ivory MA is one of Ireland's foremost CPD consultants for engineers, with fifteen years' lecturing, training and facilitation experience. He has worked extensively with Engineers Ireland since 1999 in enhancing engineers' time management and strategic prioritisation skills. His In-Company programmes are tailored to each company's specific organisational processes. The programmes provide staff with clear professional structures and effective processes to enable cost-efficient task management. He delivers significant, measurable results across the engineering disciplines using his wide-ranging experience and in-depth knowledge of engineers' requirements.

Enquiries/Bookings:

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Programme Aim:

Organisations adapt constantly to an ever-changing business environment. To assist in that process, this programme refines how delegates prioritise tasks and structure their time by focusing on practical strategies to manage increasing workloads.

Programme Outline:

- ❉ Transforming tasks into manageable units
- ❉ Scheduling tasks using prioritisation criteria
- ❉ Managing low value tasks and interruptions
- ❉ Delegating relevant tasks effectively
- ❉ Setting achievable goals

Key Learning Outcomes:

This programme will enable delegates to:

- ❉ Prioritise tasks and delegate more effectively
- ❉ Schedule and sequence tasks for greater productivity
- ❉ Develop relevant organisational skills and methods

*Our courses are designed to help you obtain & maintain the **five competences** of a Chartered Engineer (CEng): C1. Knowledge and Understanding; C2. Application of Knowledge; C3. Leadership: Technical, Commercial and Managerial; C4. Communication & Interpersonal Skills; C5. Professional Conduct