

CPD TRAINING COURSE

PRIORITISATION AND TIME MANAGEMENT SKILLS



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Overview

In the current economic climate, reviews are essential to consider how best to utilise existing resources. As part of this review process, an analysis of time management skills is crucial as staff and organisations continue to adapt successfully in an uncertain environment.

Course aim

To refine delegates' time and organisational management skills by focusing on the practical aspects of dealing successfully with increasing workloads.

Course Programme

- Getting started: The psychological frame of mind
- Identifying the different categories of time usage
- Reorganising the workspace
- The planning process
- Prioritising, controlling, scheduling
- Transforming tasks
- Dealing with time wasters
- Leaders, teams, delegation
- Setting achievable goals

Learning Objectives

On completion of the programme, participants will be able to:

- Identify their strengths and weaknesses regarding time management
- List the different categories of time usage
- Organise their workspace to assist efficiency
- Identify ways in which they can save and create time
- Prioritise tasks and delegate more effectively
- Devise better organisational and time management plans
- Set more realistic, measurable targets

Who Should Attend?

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

Trainer's profile

Tiernan Ivory, MA is a Communication Consultant with over ten years' training experience. He specialises in developing course participants' abilities in the areas of business writing, presentation skills, leadership skills, meeting management and time management.