ESSENTIAL MANAGEMENT SKILLS FOR ENGINEERS.

Institution of MECHANICAL ENGINEERS

Four-day conference

6-9 April 2011
Keele University

Book now:
www.essentialmanagementskills.org

BENEFITS FOR THE EMPLOYER:

- Develop your business by investing in your most vital asset
- Improve communication and teamwork throughout your organisation
- Inspire and motivate your developing engineers to succeed
- Strengthen your business-to-business contacts

Improving the world through engineering
ESSENTIAL MANAGEMENT SKILLS FOR ENGINEERS.

In today’s tough economic climate you have to offer more than just technical excellence. This four-day conference will broaden and fortify your existing skill set and inspire you to take control of your own development. Essential Management Skills will help you realise your full potential in any role or industry.

Workshops and lectures introduce practical techniques for better project management, process improvement, financial management, negotiation and facilitation, while interactive sessions offer excellent opportunities for improved communication, teamwork and motivating yourself and others.

You will also have the opportunity to meet like-minded engineers and help each other along your development paths. Whatever your current position, this conference will leave you full of confidence and will inspire you to achieve your career goals.

THIS EVENT WILL ATTRACT:
Developing and motivated engineers looking to progress into a management position, as well as:
• First-Time Managers
• Supervisors
• Team Leaders
• Project Managers
• Change Managers
• New Managers

BENEFITS FOR THE EMPLOYEE:
• Learn individual skills that collectively make a huge difference to your career
• Be more motivated, creative and productive
• Realise your potential by understanding your strengths and weaknesses
• Understand how to communicate effectively, improving confidence and productivity
• Uncover important tools for breaking out of self-limiting beliefs
• Discover how to negotiate to achieve maximum results
• Meet and learn from like-minded engineers

OUR PAST DELEGATES:

SPONSORSHIP AND EXHIBITION OPPORTUNITIES
Your involvement with our events is an effective way to get into the minds of key decision makers, helping you capture your chosen audience when they are in the frame of mind to do business.

Our flexible opportunities allow you to:
• Showcase new products
• Raise awareness of your operation
• Improve perception of your brand
• Influence other organisations’ spending plans

To talk through how to get the best from one of our events, contact Aman Duggal
T +44 (0)20 7973 1309
sponsorship@imeche.org

SUPPORTING ORGANISATIONS
On the first day you will have the opportunity to visit one of the following companies to observe successful management initiatives and gain insider knowledge on engineering practice.

**WEDNESDAY 6 APRIL 2011**

The technical visits provide a first-hand glimpse into the management techniques of other engineering companies. Please indicate on the registration form which visit you would like to attend. Places for these visits are limited and will be allocated on a first-come, first-served basis; you are strongly advised to book early to secure a place on your preferred visit. Confirmation of your visit will be issued two weeks prior to the start of the conference. Please note that technical visits take place BEFORE event registration and that transport to and from the sites will not be provided. Opportunities for car shares are available; please contact management@imeche.org for more information.

**T1 AESSEAL®, ROTHERHAM, SOUTH YORKSHIRE**

AESSEAL® is a pioneering global business which challenges convention and has the principle strategic aim to surpass customers’ expectations at every single touch point. The Company designs, manufactures and supplies mechanical seals, engineered sealing systems and other environmental and reliability-focused products and services. The leading product family, mechanical seals, is used in rotating equipment such as pumps, to prevent leaking liquids and gases from escaping into the environment.

**T2 ALSTOM GRID, STAFFORD, STAFFORDSHIRE**

ALSTOM is the UK’s number one provider of electrical transmission and distribution technologies. ALSTOM’s transformer business is the sole remaining manufacturer of large power transformers in the UK, and is expert in the design and manufacture of complex and nonstandard transformers.

The visit will involve a detailed factory tour, allowing you to see how ALSTOM overcomes the engineering challenges involved with manufacturing and testing such large and complex pieces of equipment (a typical Super Grid Transformer can weigh 400 tonnes). Following the tour, there will be an opportunity to put questions to ALSTOM technical staff and discuss the company’s plans for the future.

**T3 ALTON TOWERS, ALTON, STAFFORDSHIRE**

Alton Towers is the leading theme park in the country and is now part of the Merlin Entertainments Group, which is the second largest company in this sector worldwide. You will be introduced to the company and hear an explanation of the complexities of the equipment used in the industry. You will then be escorted around the park, being shown points of interest of the rides. This will include a look behind the scenes at the propulsion mechanism for the Rita Launch coaster and a visit to the Oblivion workshop to look at some non-destructive testing regimes.

The visit will end with an opportunity to speak to some of the onsite engineers.

**T4 MERCEDES-BENZ HIGH PERFORMANCE ENGINES, BRIXWORTH, NORTHAMPTONSHIRE**

Mercedes-Benz HighPerformanceEngines is a subsidiary of Daimler AG, whose principal activities are the design and manufacture of engines and hybrid drive systems for Formula 1 (F1) applications. Based in Brixworth, it is proud to be the powerplant supplier for the Mercedes Grand Prix, Vodafone McLaren Mercedes and Force India teams.

You will discover the best management processes to improve performance and observe how F1 engines are designed, manufactured and tested. The Engineering and Programme Director will present the future challenges in F1 and will give you the opportunity to ask any burning questions.

**T5 MOLSONCOORS, BURTON-ON-TRENt, STAFFORDSHIRE**

MolsonCoors has made its name on both sides of the Atlantic for serving great-tasting, perfectly chilled draught beers. Its portfolio includes: Carling, Coors Light, Grolsch, Worthington’s Cream Flow and Caffrey’s.

Burton Brewery is the largest brewery in the UK, producing in excess of five million barrels of beer a year. At Burton, you will understand the brewing process all the way through from malt intake through to packaged beer in keg, can and bottle in various stock-keeping units. There will be opportunities to discuss the brewing process and to explore the technical complexity of this large brewing facility, and to observe a broad range of technology including complex process operating systems, including Westfalia centrifugation and high-speed filling equipment, typically packaging 2,000 cans a minute.

**T6 OLYMPIC PARK, STRATFORD, LONDON**

Since the start of construction of the Olympic Park three years ago, the largest construction site in Europe is now well under way. London 2012 is a challenging project. It has an absolute finish date, an immovable budget, technical challenges, organisational complexities, and is facing intense scrutiny from a range of stakeholders.

Attendees will learn about how the Olympic Delivery Authority meet these demands and achieve success, via a comprehensive programme management approach, focused on realising a set of declared outcomes, managing risks, building capacity, and broadly applying lessons learnt and best practice across all operations.
ESSENTIAL MANAGEMENT SKILLS FOR ENGINEERS.
6-9 APRIL 2011
KEELE UNIVERSITY, STAFFORDSHIRE ST5 5BG

CHAIRMAN’S INTRODUCTION

This four-day conference is created for engineers, by engineers and will give you the means to realise your leadership potential and develop effective management techniques. It aims to provide you with management skills to add to your technical ability; creating a powerful synergy to make you stand out from the crowd.

The organising committee has worked hard to fill the 2011 conference with an exceptional line-up: lectures delivered by top industry speakers; technical visits to leading UK engineering companies; a selection of workshops allowing you to tailor the conference to your needs; and an opportunity to discuss topical issues with a panel of industry specialists. You will also take part in a challenging team activity, attend a fantastic black-tie dinner and have many opportunities to network with like-minded engineers.

As a delegate in 2009 I have the confidence to say that Essential Management Skills 2011 will inspire, enthuse and encourage you to realise your potential.

Fiona Robertson

Management Group
Organising Committee:
Neil Bowden, Mechanical Design Engineer, GE Oil & Gas
Andrew Brown, Development Engineer, Perkins Engines Company
Charlie Duke, Production Engineer, GlaxoSmithKline
Nick Friedrich, Senior Consultant, Arup
Fiona Robertson, Project Engineer, ALSTOM Grid
Francisca Wiggins, Project Engineer, MeyGen Ltd
Tim Wilson, Senior Engineer, GL Noble Denton

The Committee would like to thank the following supporters:
Automobile Division
Engineering in Medicine & Health Division
Manufacturing Industries Division
Mechatronics, Informatics & Control Group
Process Industries Division
Railway Division
Safety & Reliability Group
Thermofluids Group

WEDNESDAY 6 APRIL 2011

18:00 REGISTRATION
Registration will be open from 18:00 to 19:30. Room keys will be available from Keele reception from 13:00.

18:45 ROUTES TO PROFESSIONAL REGISTRATION AND INSTITUTION OVERVIEW
This optional presentation provides an introduction to the various routes to professional registration as a Chartered or Incorporated Engineer or Engineering Technician via the Institution of Mechanical Engineers. We will detail the benefits of being a member, the requirements for membership and the application and interview process. You will be provided with information on our regional activities and can find out about opportunities for ongoing dialogue when you return to your workplace.

19:30 ICEBREAKER QUIZ
This light-hearted quiz will be your first opportunity to interact with the other delegates and refuel at the buffet provided.

FEEDBACK FROM 2010 CONFERENCE:
(Based on feedback from 60 delegates)
98% achieved their objectives
100% left the conference feeling motivated
100% would recommend the conference to a colleague

“THIS IS THE MOST INTENSIVE AND INSPIRATIONAL COURSE I HAVE BEEN ON OR KNOW OF.
ALAN CURTIS
JCB
SPEAKING ABOUT EMS 2010
ESSENTIAL MANAGEMENT SKILLS FOR ENGINEERS.
6-9 APRIL 2011
KEELE UNIVERSITY, STAFFORDSHIRE ST5 5BG

THURSDAY 7 APRIL 2011

08:00 BREAKFAST

09:00 CHAIRMAN’S INTRODUCTION
Fiona Robertson, Project Engineer, ALSTOM Grid

09:05 LECTURE 1 – HOW TO TALK TO ALIENS™
Have you ever spoken to anyone and felt they might as well be from another planet? Well they probably are; we just don’t know it. Until we learn to recognise which planet they’re from, we won’t communicate effectively.

Communication is one of the most powerful skills that affect our life and career, so it’s worth ensuring that you can make the best use of it.

This lecture shows how to make your communications effective with anyone. From one-to-one communication, to powerful team and group communications, you will learn how to develop these career-boosting skills.

Bob Ferguson has 32 years’ experience in the aerospace industry and 15 years as an international speaker on communication skills, particularly for engineers. A triple national speech champion, Bob represented the UK and Ireland in the World Public Speaking Championships in 2002. He is also a Fellow of IMechE and a member of the Management Group Board.

10:30 REFRESHMENTS

10:50 LECTURE 2 – POWER NEGOTIATING FOR ENGINEERS
This lecture is a dynamic interactive session that will teach you how to negotiate to achieve maximum results. Increase your confidence in handling conflicts and dealing with difficult people; develop your ability to read body language and emotional intelligence; and understand the value of building rapport and haggling.

Derek Arden, Chief Executive, Dynamic

Derek Arden is author of Power Negotiating – How to negotiate anything, anytime, anywhere. He has spoken, lectured and consulted in more than 20 countries and works with engineers to build business skills, confidence and street savvy. As a negotiator he has worked on multi-million-pound deals, as well as giving his time to a number of charities to help them reduce their costs. His one-day master classes are acclaimed as the best there are.

11:20 LUNCH

13:10 ENGINEERING CHALLENGE
Compete in this highly interactive team-building exercise. In one of ten teams you will have to create a crane-and-grab system from parts bought from the onsite shop. This crane will need to lift a bag of sugar from the floor into a bucket on a table. Pit your wits against your fellow delegates to complete this challenge in the quickest time and having spent the least amount of money, and claim the crown of champions.

Use your communication, negotiation and other management skills to discover where your strengths and weaknesses lie. Expect a challenging experience while having fun. Do you have what it takes?

Richard Gibbon OBE

Richard Gibbon is a Railway Engineer who gained experience with Blue Funnel Line and Ferodo. He then moved to the Kelham Island Industrial Museum, where he was Engineering Curator for 12 years. He ended his career as Head of Engineering at the National Railway Museum in York, which he has described as “the best engineering job in the world”.

Since retiring in 2003, Richard has been involved in training graduates in metal-cutting skills and making fun engineering programmes, such as Scrapheap Challenge. He was awarded an OBE in 2004 for services to museums, and is author of Stephenson’s Rocket and the Rainhill Trials. He has organised popular engineering challenges for IMechE and ATOC.

16:10 REFRESHMENTS

16:30 LECTURE 3 – TIME FOR CHANGE: WORK DIFFERENTLY
This lecture will change the way you think about work. Richard Noble is renowned for being one of the most innovative thinkers within engineering. His expertise will help you understand work culture and what motivates people. You will gain a better comprehension of flat management and corporate structures; and you will discover how to implement this knowledge to become more inventive and transform the way you work.

Richard Noble OBE, Bloodhound Programme Director

Against a background of today’s low-risk culture, Richard Noble specialises in developing high-risk ventures. Obviously not all of them can be successful, but the Thrust2 programme which brought the World Land Speed Record back to Britain in 1983, and the Thrust SSC first-ever supersonic land speed record programme, are the best known.

Richard’s other projects include the ARV Super2 light aircraft, the Atlantic Sprinter Blue Riband contender, Programme Funding, an original television funding company, Farnborough Aircraft, the first distributed travel air taxi aircraft and currently the Mach 1.4 Bloodhound SSC project, the latest in the long line of land speed record cars now being run through 3,600 UK schools.

Though these projects are difficult, giving up is never an option.

18:00 DINNER

19:00 QUESTION TIME

This will be your opportunity to question some of the most experienced and well-informed people in industry, from the traditional to the more controversial. The panel will be chaired by the Institution’s very own Dr Colin Brown, Director of Engineering. The panel will be available afterwards to discuss any issues raised during the session.
### Friday 8 April 2011

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>07:30</td>
<td>Breakfast</td>
</tr>
<tr>
<td>08:20</td>
<td>IMAGINEERING</td>
</tr>
<tr>
<td></td>
<td>The Imagineering Foundation is an educational charity that engages young people in hands-on practical activities related to engineering. It depends on support from businesses, sponsors and the efforts of volunteers. This short talk will detail what it does, how you can get involved and what you can get out of it.</td>
</tr>
<tr>
<td>08:30</td>
<td>LECTURE 4 – GOAL SETTING</td>
</tr>
<tr>
<td></td>
<td>Inspirational goal setting is the mother of self-motivation. It’s critical that each of us takes ownership of our own destiny and responsibility for our performance each and every day. Jack Black will expose the myth of realistic and achievable goal setting and why it suppresses creativity and innovation, limiting outcomes and results. He will encourage the use of more right-brain approaches and inspire us to review our present goals and reach for much more in all aspects of our life. He will outline critical components of extraordinary performance and provide a practical toolkit for personal improvement.</td>
</tr>
<tr>
<td></td>
<td>Jack Black, Founder Director, MindStore International</td>
</tr>
<tr>
<td></td>
<td>In the 1980s, Jack Black was a social worker in the underprivileged East End of Glasgow. After seeing two colleagues destroy their health through the stress of work while only in their 40s, and then experiencing a similar collapse himself, he decided to discover how stress could be managed and personal development harnessed to allow people to fulfil their potential. MindStore was the culmination of his findings. Now Jack is recognised as one of the UK’s leading authorities on personal development and is an internationally renowned keynote speaker.</td>
</tr>
<tr>
<td>10:00</td>
<td>REFRESHMENTS</td>
</tr>
<tr>
<td>10:20</td>
<td>WORKSHOP A</td>
</tr>
<tr>
<td></td>
<td>SEE RED PAGES FOR WORKSHOP CHOICES.</td>
</tr>
<tr>
<td>12:20</td>
<td>LUNCH</td>
</tr>
<tr>
<td>13:10</td>
<td>WORKSHOP B</td>
</tr>
<tr>
<td></td>
<td>SEE RED PAGES FOR WORKSHOP CHOICES.</td>
</tr>
<tr>
<td>15:10</td>
<td>REFRESHMENTS</td>
</tr>
<tr>
<td>15:30</td>
<td>WORKSHOP C</td>
</tr>
<tr>
<td></td>
<td>SEE RED PAGES FOR WORKSHOP CHOICES.</td>
</tr>
<tr>
<td>19:00</td>
<td>RECEPTION AND CONFERENCE DINNER</td>
</tr>
<tr>
<td></td>
<td>The evening will start with a drinks reception, followed by a black-tie dinner and late bar. You will be able to dance the night away, or you can try your luck at the fantasy casino.</td>
</tr>
</tbody>
</table>

### Saturday 9 April 2011

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00</td>
<td>BREAKFAST</td>
</tr>
<tr>
<td>09:00</td>
<td>WAKE-UP SESSION</td>
</tr>
<tr>
<td></td>
<td>This exercise will help revitalise you. You will discover how to work together and identify your ability to process instruction. You will learn how important it is to work as a team while improving individual skills to accomplish what you set out to do.</td>
</tr>
<tr>
<td>10:10</td>
<td>REFRESHMENTS</td>
</tr>
<tr>
<td>10:30</td>
<td>LECTURE 5 – PROJECT LEADERSHIP BUILT WITH PEOPLE, PASSION AND PERSEVERANCE</td>
</tr>
<tr>
<td></td>
<td>While most successful engineers will have ascended quickly through technical competence, it’s generally their people skills that will make them effective leaders. Navigating this transition is critical in today’s project-based environment. This lecture explores the skills needed to successfully convert technical proficiency into project leadership acumen and will include:</td>
</tr>
<tr>
<td></td>
<td>• The importance of communicating a clear vision and having a plan</td>
</tr>
<tr>
<td></td>
<td>• Building effective organisations and empowering them</td>
</tr>
<tr>
<td></td>
<td>• Productively engaging from top to bottom to cause progress</td>
</tr>
<tr>
<td></td>
<td>• Managing the monkeys on your back</td>
</tr>
<tr>
<td></td>
<td>Keoki Sears, Principal Programme Manager – Major Programmes, CH2M HILL UK</td>
</tr>
<tr>
<td></td>
<td>Over the past four years, Keoki Sears served as Head of Construction, Field Engineering and Integration for the Olympic Delivery Authority’s Delivery Partner on the £9.3 billion London 2012 Olympic and Paralympic construction programme.</td>
</tr>
<tr>
<td></td>
<td>He has also managed the delivery of several high-profile, multi-billion-pound programmes in Asia, the United States and Europe. He has published two industry-leading textbooks on project and construction management.</td>
</tr>
<tr>
<td>11:45</td>
<td>LECTURE 6 – THE MOTIVATION TO SUCCEED</td>
</tr>
<tr>
<td></td>
<td>Have you any idea of your own incredible potential and will you give yourself the chance to get close to it? How is your definition of success driving the decisions that you are making in life and at work? Have you delegated the responsibility for your own success to someone else or are you still in charge? Can you get the best from the people that you lead or do you just accept that some people don’t seem to care? What gets you out of bed in the morning and what will keep you wanting to leap out of bed?</td>
</tr>
<tr>
<td></td>
<td>Chris Howe, Chief Executive, ChangeMaker ISL</td>
</tr>
<tr>
<td></td>
<td>After 11 years working in the City of London, first with IBM and then the US investment bank, Salomon Brothers, Chris Howe started his own business in 1989. Since then he has worked in more than 40 countries with companies large and small in most imaginable industries; helping them to deliver better business performance by unleashing the potential and talent of their employees.</td>
</tr>
<tr>
<td>13:00</td>
<td>CONFERENCE CLOSES</td>
</tr>
</tbody>
</table>

This programme is subject to change.

The Institution is not responsible for the views or opinions expressed by individual speakers.
Please indicate on the registration form the workshops in which you would like to participate. Each workshop has a limited number of places and, as with the technical visits, will be allocated on a first-come, first-served basis.

W1 CHANGE MANAGEMENT
In today’s economic climate, change is inevitable and organisations need to be agile in responding to the challenges they face. Successful change is when new ways of working become embedded in the culture of the organisation. The human turbulence generated through change cannot be underestimated, and positive steps to deal with this are crucial in securing effective transformation.

By the end of this workshop you will:
• Recognise the drivers for organisational change
• Identify how organisational change affects people
• Understand the role of the Change Manager and Change Agent
• Follow a five-step model for managing organisational change
• Apply a selection of tools designed to overcome resistance, leading to successful transformation

Tom Bradford, Business Assurance Forum Manager, Lloyd’s Register Group Services
Tom Bradford is a seasoned professional trainer and facilitator. As Business Assurance Forum Manager at Lloyd’s Register, he develops training programmes and has had a major role in developing Lloyd’s Register organisational change and transformation programmes. He is now applying his learning and development skills in the area of safety in Lloyd’s Register in pursuit of organisational change in safety culture.

W2 PROJECT MANAGEMENT: EVALUATE AND PLAN
There are several models for project management but most have their origins in the simple, timeless Deming cycle – Evaluate, Plan, Do and Check.

The seeds of success or failure are often sown in the early stages of your project when you are evaluating its requirements, feasibility and desirability, or when you are planning the tasks in detail.

This workshop, comprising an interactive, practical exercise (focusing on network diagrams, scheduling and the critical path) together with some presentation material, will improve your performance in these early project stages – Evaluate and Plan.

Sue Allen, Director, Sue Allen Ltd
Sue Allen’s background is in design engineering and includes the management of joint research projects between industry and universities. She now trains project management, planning and risk management in aerospace engineering and its supply chain and also in local authorities. Sue is a Member of the Association for Project Management (APM).

W3 PROJECT MANAGEMENT: DO AND CHECK
Problems can become apparent during the later stages of your project. Recovery action should be based on appropriate performance monitoring and control. Reviewing lessons learned makes these problems less likely to arise in your next project.

This workshop, comprising an interactive, practical exercise (focusing on Earned Value Analysis (EVA)) together with some presentation material, will improve your performance in these later project stages – Do and Check.

John Gentle, Director, John Gentle Consultancy (t/a Joineduplearning)
John Gentle’s background is in aerospace engineering, project management and training roles. He now runs his own training company delivering consultancy, training and other services in the field of project management including planning and scheduling, risk management and EVA. John is a Full Member of the APM.

W4 SITUATIONAL LEADERSHIP
An important factor impacting performance and job satisfaction is the relationship between staff members and their manager; using Situational Leadership is the most practical method of managing this relationship.

This workshop will develop your capability to adapt your leadership style to the situation; partnering efficiently with your teams to bring about increased motivation and business performance. You will also learn to increase the frequency and quality of conversations about performance and development.

It will include:
• The importance of flexibility and adaptability
• What makes successful and effective leaders
• Diagnosing employees’ needs
• The four leadership styles
  · Directing
  · Coaching
  · Supporting
  · Delegating
• Matching leadership style to development level
• Leadership skill practice
• Moving forward by opening up communication

David Kirby, Learning and Development Manager, ALSTOM Grid
David Kirby has over 25 years’ experience and has a passion for helping people to achieve their individual career and personal aspirations. During his career he has worked for a range of companies, including larger corporates, SME’s and independently as a Learning and Development Consultant. David is a qualified trainer of the Situational Leadership model.
W5 CONFIDENT PRESENTATION SKILLS FOR ENGINEERS

Engineers face one of the most difficult presentation problems: how to deliver complex material so that everyone gets the message? This workshop will show you, step by step, how to build and deliver effective technical presentations. The topics include:

- Structuring and customising your talk for any audience
- How to hold the audience’s attention
- Developing confident delivery
- How to rehearse properly
- Effective use of props
- Involving your audience in your talk
- Effective use of PowerPoint

Bob Ferguson, Public Speaker, Confident Communications

Bob Ferguson is an international public speaker with 32 years’ experience in the aerospace industry. In his early career, he endured many poor technical presentations; determined to improve the situation, he took to public speaking 15 years ago. His efforts paid dividends. Since then he has won three national speech championships, representing the UK and Ireland in the 2002 World Public Speaking Championships.

Above all, Bob is a pragmatic speaker who delivers practical advice and tips in an entertaining manner, based on his hundreds of successful presentations.

W6 FACILITATING MEETINGS

Group situations such as meetings can be very unproductive and frustrating experiences. This workshop will look at techniques to prevent this and add significance. You will understand the reasons for failure and the methods for resolution. It will examine the mechanics of running meetings, eg agenda, and more importantly, it will look at the underlying group dynamics which can have a far greater impact. While the focus is on meetings, the workshop will open up the much broader field of facilitation.

After this workshop you will understand:
- Why meetings fail
- Group problem solving and decision making
- Group dynamics – task versus process
- Dysfunctional behaviour and process interventions
- The basic toolkit for better meetings
- What meetings have to say about facilitating change

Iain Graydon, Business Psychologist, People: Development & Growth

Iain Graydon spent eight years in vision research and then joined the GEC Management College before setting up his own training and development business. He has extensive experience of design and delivery of large development programmes with a particular emphasis on graduate engineers. Facilitation is a core skill and he has trained many organisational development specialists, as well apprentices all the way through to directors.

W7 FINANCE FOR NON-FINANCIAL MANAGERS

Often developing engineers have had no formal training in financial management; and many of those who have, find it was not up to the standard that modern employers need. This workshop is run by leading figures at PricewaterhouseCoopers and is designed to enable engineers to interpret financial information so that they can understand companies’ financial performance and management of risk.

In the current economic climate, successful financial control is vital, so this workshop could be the best chance you have to train in effective financial management. It is a workshop for ambitious engineers.

The key topics will include:
- Introduction to accounts and their content
- Guide to understanding and interpreting financial information in order to make business decisions
- Introduction to investment appraisal techniques
- Introduction to inventory costing techniques

Sarah O’Donnell, Senior Manager, PricewaterhouseCoopers

Sarah O’Donnell has been involved in regional training practice for the past four years, giving her experience of the design and delivery of external training events for a variety of clients, including manufacturing businesses focused on risk management and technical training. She is also a regular host and speaker at internal and external networking events and seminars.

W8 TRIZ – SYSTEMATIC INNOVATION

Innovate or die. Innovation is increasingly viewed as the key to sustainable business success. This interactive workshop takes a helicopter view of the world’s biggest study of creativity and innovation, TRIZ and its 21st-century successor, Systematic Innovation. It shows how the study of three million innovations has revealed the presence of just a few hundred different problems and a still smaller number of breakthrough solution strategies. In this session we examine the main innovation-DNA concepts and experience a pair of the key tools – one designed to help understand unspoken customer needs and then eliminate trade-offs and compromises, the other to help us do a better job of predicting the future.

Darrell Mann, Chief Executive, IFR Consultants

Following a 15-year spell working in aerospace research and development, Darrell Mann has researched, taught and consulted in the field of innovation. With more than 700 systematic innovation related papers, patents and articles to his name, plus the best-selling Hands-on Systematic Innovation and TrenDNA books, Darrell is now one of the most widely published authors on innovation in the world.
ESSENTIAL MANAGEMENT SKILLS FOR ENGINEERS.

REGISTRATION (PLEASE COMPLETE IN CAPITALS)

Family Name Title (Mr, Mrs, Miss etc)
First Name __________________________ Job Title __________________________
Membership No ______________________ Institution ______________________
Name of Organisation (for name badges) __________________________
Address for Correspondence __________________________

Billing Address of Cardholder (if different from above)

Town/City __________________________ Postcode __________________________
Country __________________________ Contact Telephone __________________________
Fax __________________________ Email __________________________

Do you have any special requirements?

How did you hear about this event? Direct Mail □ Website □ Colleague □ Other □

FEES AND CHARGES (PLEASE COMPLETE THE APPROPRIATE BOX)

Registration fees include 6 lectures, 3 workshops, 1 technical visit, 1 team-building exercise, 1 black-tie dinner, also breakfast, lunch, refreshments and dinner each day, accommodation and a copy of the conference proceedings.

How did you hear about this event? Direct Mail □ Website □ Colleague □ Other □

Institution of Mechanical Engineers Member Fee VAT Total £

£925.00 £185.00 £1,110.00

Member of Supporting Organisations Fee VAT Total £

£925.00 £185.00 £1,110.00

Non-Member Fee VAT Total £

£1,075.00 £215.00 £1,290.00

Extra Items

Invoice Charging (if applicable) £10.00 £2.00 £12.00

Total

Order of Preference Please indicate which of the parallel sessions you would like to attend, by inserting reference numbers in the appropriate boxes below:

Technical Visit

1st choice 2nd choice 3rd choice 4th choice 5th choice

Skills Workshop

PAYMENT DETAILS

Payment must accompany this registration form. Registration will be confirmed only on receipt of full payment.

Please indicate method of payment: Cheque □ Credit Card □ BACS □ Invoice □ (see below)

Cheques should be made payable to IMechE and crossed. Please note overseas delegates may pay only by credit card, BACS or banker’s draft. A copy of the draft must accompany this form. It is the delegate’s responsibility to pay any bank charges.

Credit Card: Visa □ MasterCard □ (please note we cannot accept American Express, Diners Club or Maestro)

Card No __________________________ Valid From _____ / _____ Expiry Date _____ / _____

Name of Cardholder __________________________

Billing Address of Cardholder (if different from above) __________________________

Amount to be Deducted __________________________

Special Requirements

Please indicate any dietary or access, on the relevant section of this form.

INVOICE DETAILS (UK DELEGATES ONLY)

Delegates wishing to be invoiced must provide an order number. If your company does not use order numbers please include a formal request for invoicing on your company’s letterhead. A charge of £10 +VAT will be made to cover additional administration costs. Invoices are payable on receipt and no alterations to these terms will be accepted.

Order No __________________________

Contact Name __________________________

Name and Address for Invoicing __________________________

Tel __________________________ Fax __________________________

BACS bank transfers can be made to: IMechE Current Account, NatWest Charing Cross Branch.

Sort code: 60-40-05 Acc No: 00817767 A copy of the draft must accompany this form.

Swift Code: NWBKGB2L IBAN Code: GB96NWKB60400500817767

Please read the information listed below as each booking is subject to IMechE’s standard terms and conditions.

Conditions of Booking

Completed application forms should be returned to the address below, along with the correct payment. Attendances at the event will be confirmed on receipt of the full balance. All participants are advised to bring a copy of their confirmation with them on the day, to ensure the fastest possible entry.

Special Requirements

Please inform us of any special requirements}

Cancellation

For a refund (minus £25 + VAT admin charge), cancellations must be received at least 14 days prior to the event. Replacement delegates are welcome at any time. The IMechE reserves the right to cancel any event. In this case, the full fee will be refunded unless a mutually convenient transfer can be arranged. In the event that IMechE postpones an event for any reason and the delegate is unable or unwilling to attend on the rescheduled date, you will receive a full refund of the fee paid.

IMechE is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event. IMechE shall assume no liability whatsoever in the event this conference is cancelled, rescheduled or postponed due to a fortuitous event. Act of God, unforeseen occurrence or any other event that renders performance of this conference impracticable, illegal or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labour strike, extreme weather or other emergency.

Please note that while speakers and topics were confirmed at the time of publishing, circumstances beyond the control of the organisers may necessitate substitutions, alterations or cancellations of the speakers and/or topics. As such, IMechE reserves the right to alter or modify the advertised speakers and/or topics if necessary without any liability to you whatsoever. Any substitutions or alterations will be updated on our web page as soon as possible.

Supporting Organisations

Members of the following organisations can register at our members’ rates: BCS, CQI, FESI, IChemE, ICE, IED, IOM3, NSA-M, RM, Seba, SOE

Venue

This event will be held at Keele University, Staffordshire ST5 5BG. Details will be sent upon registration.

Liability

The organisers do not accept liability for any injuries or losses of any nature incurred by delegates and/or accompanying persons, nor for loss or damage to their luggage and/or personal belongings.

Enquiries

For event enquiries please call Diane Lohmann on +44 (0)20 7304 6837 or email management@imeche.org.

The Institution of Mechanical Engineers is a registered charity (No 206882) VAT No GB 299930493

Please complete and return this form to:

Event Registrations

Institution of Mechanical Engineers

1 Birdcage Walk

London SW1H 9JJ

Fax +44 (0)20 7222 9881

For registration enquiries call Tina Churcher on +44 (0)20 7973 1258 or email t_churcher@imeche.org.
MANAGEMENT GROUP SEMINAR SERIES

10 MARCH 2011
LONDON
PROJECT STRATEGIES, COLLABORATIVE NETWORKS AND CONTRACTUAL OBLIGATIONS
High-profile speakers from leading project developers, support services organisations and published researchers will share their experience of infrastructure and energy projects, and will provide legal and commercial advice.
www.imeche.org/events/s1572

19 MAY 2011
LONDON
PROJECTS FOR ENGINEERING MANAGERS
This workshop-style seminar will help develop your awareness and appreciation of what is needed to succeed in project management. You will discover how to manage your resources, stay on budget, solve problems and achieve your objectives.
www.imeche.org/events/s1573

23 FEBRUARY 2011
LONDON
PROFESSOR SIR HUGH FORD: CELEBRATING HIS LIFE AND ACHIEVEMENTS
The 2011 Hugh Ford Management Lecture will celebrate the life and achievements of Professor Sir Hugh Ford, who sadly died on 28 May 2010. He was a much loved and respected engineer, colleague, husband and father.
www.imeche.org/events/L170

2 MARCH 2011
LONDON
UK MANUFACTURING SUMMIT 2011 - REBUILDING UK MANUFACTURING
The Manufacturing Summit brings together leading keynote speakers, a “Question Time” panel and a selection of practical discussion forums which offer a wealth of valuable content for anyone with an investment in UK manufacturing.
www.imeche.org/events/s1571

JOURNALS

Professional Engineering Publishing is the publisher for the Institution of Mechanical Engineers. For more information about our magazines, journals and conference proceedings visit www.pepublishing.com

You may be interested in:

IMechE members benefit from a significant discount on this publication and others. To find out more contact Subscriptions on +44 (0)1952 214050 or email subscriptions@imeche.org

MEMBERSHIP

Professional registration with us is an internationally recognised benchmark of quality. It opens up avenues of opportunity you never knew existed. New paths, new perspectives; new projects, new partnerships.

If you are in the business of research, design, development, manufacturing, installation, contracting or teaching, we have a level of membership for you.

To find out more, drop us a line at membership@imeche.org or Tel: +44 (0)20 7304 6999.

The Institution of Mechanical Engineers is the professional body representing over 80,000 mechanical engineers worldwide. As a Learned Society, the Institution seeks to be a source of considered, balanced and impartial information.

Institution of Mechanical Engineers
1 Birdcage Walk
Westminster
London SW1H 9JJ
T +44 (0)20 7222 7899
www.imeche.org

MANUFACTURING EXCELLENCE AWARD

Our Manufacturing Excellence Awards recognise eminence in UK manufacturing. By entering, your company can:
• Gain recognition for its achievements
• Benefit from FREE advice on improving weaknesses
See success stories and entry information at: www.mxawards.org

PLAY IT BACK

PLAYITBACK gives you a second chance to catch up with many lectures you have missed, helping you find out the latest advances from the comfort of your desktop.

Selected pay-to-enter events will feature on PLAYITBACK too (for a nominal fee). To try out this exciting new service, head for: www.imeche.org/playitback