

# COMMUNICATION, PRESENTATION AND NEGOTIATION SKILLS FOR ENGINEERS.

## TRAINING AND PROFESSIONAL DEVELOPMENT

Institution of  
**MECHANICAL  
ENGINEERS**

27–28 September 2010  
18–19 November 2010  
1 Birdcage Walk  
London SW1H 9JJ

### Book now:

[www.nsa-m.co.uk/products\\_and\\_services/book\\_online.aspx](http://www.nsa-m.co.uk/products_and_services/book_online.aspx)  
**0845 643 9001**

### ENGINEERS WILL LEARN TO:

- Develop a more persuasive and impressive speaking style
- Prepare a presentation more quickly and effectively than ever before
- Develop a highly effective negotiation style
- Use simple mental models to speak fluently and make your point without preparation
- Deal with any signs of stress or anxiety using tools from the course

““””

**A VERY USEFUL AND  
HIGHLY ENJOYABLE  
COURSE.**

### WHO SHOULD ATTEND:

- Engineers at any level of seniority who depend on their teams to deliver goals
- Engineers in public facing positions
- Engineers managing projects demanding high level of stakeholder management

Endorsed by:

The National  
**Skills Academy**  
FOR MANUFACTURING

## DAY 1 SPEAKING IN PUBLIC

### Session 1:

Public speaking and boardroom speaking

- Use simple mental models to speak fluently and make your point without preparation
- Deal with any signs of stress or anxiety using tools from the course

### Session 2:

Persuading teams and individuals

- Speak in public with confidence to create maximum impact

### Session 3:

Creating consensus around controversial decisions

- Develop a more persuasive and impressive speaking style

### Session 4:

Achieving goals through speeches

- Prepare presentations quickly, effectively and without procrastinating

## DAY 2 NEGOTIATING AND CLOSING DEALS

### Session 5:

One-to-one negotiation

- Develop a highly effective negotiation style
- Prepare effectively for negotiations

### Session 6:

Creating win-win solutions

- Use language creatively to influence your audience
- Understand what motivates others

### Session 7:

Closing deals

- Make your initial impact as positive as possible
- Understand and know how to deliver closing techniques

### Session 8:

Business email writing and business v social etiquette

- Write e-mails and texts to make your message clear and succinct

## BOOKING FORM

One form per person only (forms may be photocopied)

### REGISTRATION (PLEASE COMPLETE IN CAPITALS)

Family Name \_\_\_\_\_ Title (Mr, Mrs, Miss etc) \_\_\_\_\_  
First Name \_\_\_\_\_ Job Title \_\_\_\_\_  
Membership No \_\_\_\_\_ Course Title \_\_\_\_\_  
Name of Employer (for name badge) \_\_\_\_\_ Location \_\_\_\_\_  
Address for Correspondence \_\_\_\_\_  
Town/City \_\_\_\_\_ Postcode \_\_\_\_\_  
Country \_\_\_\_\_ Contact Telephone \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_  
Do you have any special requirements? \_\_\_\_\_

How did you hear about this course? The Skills Academy Website  IMechE Website  Referral  Other  \_\_\_\_\_  
Signature \_\_\_\_\_

### FEES AND CHARGES (PLEASE COMPLETE THE APPROPRIATE BOX)

Registration fees include tuition, refreshments, lunches and a printed copy of the training manual.

|  | Fee    | VAT     | Total        | £     |
|--|--------|---------|--------------|-------|
| Institution of Mechanical Engineers Member | £1,095 | £191.60 | £1,286.60    | _____ |
| Non-Member                                 | £1,215 | £212.60 | £1,427.60    | _____ |
| Extra Items                                | —      | —       | —            | _____ |
| Invoice Charging (if applicable)           | £10.00 | £1.50   | £11.50       | _____ |
|  |        |         | <b>Total</b> | _____ |

### Please do not send payment separately from this booking form.

By submitting this registration form, you will be indicating your consent to periodically receiving information on our future training courses and publications, unless you indicate an objection to receiving such information by ticking this box

### 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 Training. Please note overseas delegates may pay only by credit card or BACS. 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) \_\_\_\_\_

Postcode \_\_\_\_\_

Amount to be Deducted \_\_\_\_\_ Signature \_\_\_\_\_

### INVOICE DETAILS (UK DELEGATES ONLY)

Delegates wishing to be invoiced must mail a Purchase order to our address or send either the PDF or a Purchase Order number to training@imeche.org. Please ensure the PO is raised in favour of IMechE Training and includes the exact title and CPD code of the course, the name of the person attending, their membership number. As we do not email invoices, we will need the name, contact details and postal address of the person to be invoiced. 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.

### BACS BANK TRANSFERS

Bank transfers can be made to: IMechE Current Account, NatWest Charing Cross Branch.  
Sort code: 60-40-05. Acc No: 01100971. Please notify us in writing of the bank transfer.

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Billingham TS22 5TB

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For added convenience, you can also book online:  
[www.nsa-m.co.uk/products\\_and\\_services/book\\_online.aspx](http://www.nsa-m.co.uk/products_and_services/book_online.aspx)

### Terms and Conditions of Booking

By signing and sending this form you indicate your commitment to attending the training course and agree to be charged the appropriate fees. Should you not be able to attend the course, we can offer a full refund if cancellation is notified in writing to training@imeche.org 28 days prior to the course date. Unfortunately, we will not be able to offer refunds or exchanges if cancellations are made later. You will still be able to arrange a substitution with a colleague up to two working days before the course date. At times the exact content of the course agenda may change. On occasions it may be necessary to cancel a course for reasons beyond our control. We cannot accept liability for any costs incurred in booking travel and accommodation and attendees are strongly advised to avoid making non-refundable hotel or travel bookings until they receive our joining instructions.

### Venue

This event will be held at One Birdcage Walk, Westminster, London SW1H 9JJ. Details will be sent upon registration.

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