

# THE NEW ENGINEERING MANAGER.

## TRAINING AND PROFESSIONAL DEVELOPMENT

Institution of  
**MECHANICAL  
ENGINEERS**

4–5 October 2010  
2–3 December 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**



**EXCELLENT COURSE FOR  
ANY MANAGER, NOT  
JUST FOR NEW ONES.  
THERE IS A LOT FOR  
EVERYONE TO LEARN.**

**ENGINEERS WILL LEARN TO:**

- Select, manage and motivate cross-functional engineering teams
- Organise and coach individuals
- Give feedback, resolve conflict and negotiate win-win strategies
- Prepare for the pressure ahead through real-life case studies and simulations
- Communicate key company messages credibly and effectively

**WHO SHOULD ATTEND:**

- Engineers promoted to first line manager
- Technical professionals promoted to team leaders
- Engineers and technical professionals taking on supervisory roles

Endorsed by:

The National  
**Skills Academy**

**FOR MANUFACTURING**

**Improving the world through engineering**

## DAY 1 LEADERSHIP, MANAGEMENT AND TEAM BUILDING

### Session 1:

Leadership v Management

- Situational leadership v Action centred leadership
- How to modify your leadership style to respond to the people and the situation

### Session 2:

Responsibility, delegation and accountability

- What does good delegation look like?
- Objectives v goals

### Session 3:

Building effective teams

- The 9 essential elements for team performance
- Spotting failing teams early: the 4 'Rs' that every team should have

### Session 4:

Conflict management

- Thomas-Kilmann conflict styles analysis
- Why conflict is a normal team dynamic

## DAY 2 MOTIVATION, DELEGATION AND GOAL SETTING

### Session 5:

How to motivate others

- What motivates you and different motivators for others
- Effective motivational techniques for your workplace

### Session 6:

Setting and managing smart(er) goals

- Linking individual, team, department and company performance
- Goal cascading and contribution of each employee to the bigger picture

### Session 7:

Evaluating performance of teams and individuals

- Three types of performer and how they should be managed

### Session 8:

Personal action planning

- Career development plans for your team

## 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.

IBAN Code: GB98NWBK60400501100971

Please complete and return this form to:

The National Skills Academy for Manufacturing Customer Services Wynyard Park House Wynyard Park Billingham TS22 5TB

T 0845 643 9001  
customerservices@semta.org.uk

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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