

LEARNING & DEVELOPMENT TRAINING COURSES FOR ENGINEERS

Institution of
**MECHANICAL
ENGINEERS**



Improving the world through engineering

January to June 2012





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WELCOME

IMechE Learning and Development is delighted to launch our training courses for January to June 2012.

WHY CHOOSE IMECHE TRAINING & PROFESSIONAL DEVELOPMENT?

At IMechE Learning and Development we set our bar very high to ensure our training courses are the industry gold standard.

Our courses are developed by engineers for engineers. They are designed to pass on very specific, concrete professional know-how, both in terms of the theoretical foundations and hands-on practical implementation, gleaned from a lifetime of hard-won engineering lessons.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Each of our courses contributes (7 hours per training day) to the ongoing CPD requirement for professional engineers already registered with the Engineering Council.

ENGINEERING COUNCIL: UK-SPEC

IMechE courses have been mapped to UK-SPEC. Each course displays a statement that course attendance may contribute to an engineer's portfolio of competence to demonstrate Initial Professional Development (IPD): a key component of the requirement for registration as a Chartered or Incorporated Engineer.

DISCOUNTS

A discount is automatically available to members of the IMechE. If you are not already, you can become an Affiliate member and take advantage of these discounts as well as enjoying all the other benefits of membership. Visit www.imeche.org/membership

We also offer early-bird booking discounts (for courses booked two months or more prior to the start date of the course) and multiple-booking discounts. Contact the Training Coordinator on **020 7304 6907** or email training@imeche.org

IN-HOUSE TRAINING

If you want us to deliver any of our public courses at your premises on a date to suit you contact the Training Coordinator on **020 7304 6907**

BESPOKE DEVELOPMENT SOLUTIONS

If the course you require is not listed in our training calendar we can develop a bespoke solution for your organisation; contact the Training Coordinator on **020 7304 6907**

The IMechE Learning and Development team looks forward to meeting you.

UK-SPEC

The UK Standard for Professional Engineering Competence (UK-SPEC) is published by the Engineering Council on behalf of the UK engineering profession. UK-SPEC describes the value of becoming registered as an Engineering Technician (EngTech), Incorporated Engineer (IEng) or Chartered Engineer (CEng) and the requirements that have to be met in order to gain these qualifications and gives examples of ways of doing this.

Individuals may progress from EngTech to IEng and from IEng to CEng through a process of life-long learning and career development. Evidence of competence is the key requirement for progression, and often there will be a need for additional education and training to enable progression to be recognised.

IMechE courses have been mapped to UK-SPEC. Each course displays a statement “Mapped against UK-SPEC Competences...” this indicates that course attendance may contribute to an engineer’s portfolio of competence to demonstrate Initial Professional Development(IPD): a key component of the requirement for registration as a Chartered or Incorporated Engineer.

Competence

CHARTERED ENGINEERS

INCORPORATED ENGINEERS

	A	B	C	D	E
CHARTERED ENGINEERS	Use a combination of general and specialist engineering knowledge and understanding to optimize the application of existing and emerging technology	Apply appropriate theoretical and practical methods to the analysis and solution of mechanical engineering problems			Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment
INCORPORATED ENGINEERS	Use a combination of general and specialist mechanical engineering knowledge and understanding to apply existing and emerging technology	Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and re-cycle mechanical engineering processes, systems, services and products	Provide technical and commercial leadership	Demonstrate effective interpersonal skills	

UK-SPEC ...CONTINUED

BUSINESS AND MANAGEMENT TRAINING COURSES FOR ENGINEERS

	A	B	C	D	E
Coaching fundamentals for engineers			✓	✓	✓
Business skills for graduate engineers			✓	✓	✓
Professional ethics for engineers		✓	✓	✓	✓
Expert witness – courtroom skills		✓	✓	✓	✓
Expert witness – excellence in report writing		✓	✓	✓	✓
Innovation planning for engineers	✓	✓	✓	✓	✓
Managing smaller engineering projects		✓	✓		
Innovation and problem solving: tools and techniques for engineers		✓	✓	✓	
The role of the engineer in product recall	✓	✓	✓	✓	✓
New product introduction for engineers		✓	✓	✓	
Introduction to cost estimating for engineers		✓	✓		✓
Negotiation skills for engineers			✓	✓	✓
The new engineering manager			✓	✓	✓
Successful project management for engineers			✓	✓	
An introduction to financial management for engineers			✓		✓
Financial appraisal of engineering projects			✓		✓
Essential procurement for engineers			✓	✓	✓
The senior engineering manager		✓	✓	✓	✓
Technical mentor training for engineers			✓	✓	✓
Consultative selling skills for engineers			✓	✓	
Communication and presentation skills for engineers				✓	✓

TECHNICAL TRAINING COURSES FOR ENGINEERS

Research and development project management for engineers	✓	✓	✓		
Introduction to fault finding techniques for engineers	✓	✓	✓		
Effective maintenance for engineers		✓	✓		
Technical report writing for engineers				✓	
Preparing engineering specifications		✓		✓	✓
Commercial risk awareness for engineers			✓	✓	✓
Contract law and contract drafting for engineers			✓	✓	✓
CDM regulations 2007 for engineers			✓		✓
Introduction to health and safety for engineers		✓	✓	✓	✓
Electrical principles for engineers		✓			✓
LEAN design for engineers	✓	✓			
Introduction to systems engineering for engineers	✓	✓	✓		✓
Enterprise architecture for engineers	✓	✓	✓		✓
Understanding and exploiting intellectual property for engineers		✓	✓		
Environmental management systems for engineers	✓	✓	✓		

TO BOOK A COURSE

WEBSITE: WWW.IMECHE.ORG/TRAINING

EMAIL: TRAINING@IMECHE.ORG TELEPHONE: +44 (0)20 7304 6907

BUSINESS AND MANAGEMENT TRAINING COURSES FOR ENGINEERS

- 9** Business skills for graduate engineers
- 10** Professional ethics for mechanical engineers
- 11** Innovation and problem solving: Tools and techniques for engineers New course
- 12** The role of the engineer in product recall New course
- 13** Negotiation skills for engineers
- 14** Coaching fundamentals for engineers
- 15** Managing smaller engineering projects for engineers
- 16** Introduction to cost estimating for engineers
- 17** New product introduction for engineers
- 18** Expert witness - courtroom skills
- 19** Expert witness - excellence in report writing
- 20** Innovation and planning for engineers
- 21** The new engineering manager
- 22** Successful project management for engineers
- 23** An introduction to financial management for engineers
- 24** Financial appraisal of engineering projects
- 25** Essentials of procurement for engineers
- 26** The senior engineering manager
- 27** Technical mentor training for engineers
- 28** Consultative selling skills for engineers
- 29** Communication and presentation skills for engineers
- 30** Research and development project management for engineers

BUSINESS SKILLS FOR GRADUATE ENGINEERS

Intensive course specifically designed to meet the needs of engineers in their early career

2-day intensive CPD course

Location: London

Dates: 14-15 June 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

OVERVIEW:

This course will cover an introduction to project management, business finance, time management, understanding your customer and the professional responsibilities of an engineer whatever industry you may be in. The aim is to give you an overview of a number of different tools within a 2-day course, allowing better understanding and interaction with other areas of the business, making you more effective.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Know how engineering fits into the organisation structure along with the key deliverables and appropriate standards
 - Understand the responsibilities of a professional engineer – professional code of conduct and business ethics
 - Understand project management principles: how to set up and plan a successful project, utilising milestones, resource limitations and work load planning
 - Manage your time more effectively through better priority setting
 - Understand the basics of finance – budgeting and cost control
 - Use the appropriate communication medium to get your message over
- The 'internal' customer – how we all have customers who need the output of our work and how to find out and satisfy their needs for professional success
 - Basic business finance – how to set and manage a budget; taking responsibility for minimising expenditure throughout the business
 - Time management principles – identifying and prioritising important tasks over urgent tasks
 - Project management principles, task scheduling, resource allocation
 - The role of the engineer in society – duties, responsibilities and professional conduct

WHAT TOPICS THIS COURSE WILL COVER:

- Corporate structure and interaction – how the different departments fit together and interface

WHO SHOULD ATTEND:

- Engineers, heading for Chartered or Incorporated status, who have graduated in the last few years, either through a graduate programme or who have gone directly into a post of technical responsibility

Mapped against UK-SPEC Competences C, D & E

PROFESSIONAL ETHICS FOR MECHANICAL ENGINEERS

Course designed to explore the ethical issues engineers face every day

1-day intensive CPD course

Location: London

Dates: 1 February 2012

Member fee: £499 + VAT

'Early bird' fee: £449 + VAT

Non-member fee: £599 + VAT

'Early bird' fee: £549 + VAT

OVERVIEW:

Engineers create products and processes that we interface with at almost every moment of our lives. However, most technology has double implications: whilst designed to make life better it can also be misused to disadvantage or may have negative unintended consequences.

This course is aimed at increasing your ability to deal effectively with moral complexity in engineering; to strengthen your ability to reason clearly and carefully about moral questions and make your own sound ethical decisions. Ethical corporations exist only through the responsible professionals that work in them, but there are always trade-offs to be made.

This 1-day course has been designed to explore the ethical issues you are facing every day, perhaps without recognising them, and to appreciate better the process of moral reasoning to resolve ethical dilemmas. The teaching style relies on extensive use of case studies and discussion of scenarios, so as to be easily applicable and relevant to your workplace.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Identify ethical dilemmas within your daily working life
- Develop a framework for decision making that is in line with the values of your company or clients
- Know the content and significance of the engineering profession's codes of conduct
- Use critical reasoning skills to make clear, informed decisions
- Appreciate the wider implications of your decisions and moral choices

WHAT TOPICS THIS COURSE WILL COVER:

- Understanding and application of professional codes of conduct

- Know your responsibilities to your company, clients, customers, colleagues, society at large and the environment
- Moral reasoning: developing a framework for making difficult ethical and moral decisions
- Making clear, informed and well-reasoned solutions to ethical dilemmas

WHO SHOULD ATTEND:

- Engineers and managers at any stage in their career who are interested in gaining more skills and knowledge to help make difficult decisions.

Likely job titles would be:

- Engineering manager
- Principal engineer
- Project manager
- Engineering team leader
- Lead engineer
- Senior design/development engineer
- Manufacturing engineer

Mapped against UK-SPEC Competences B, C, D & E

INNOVATION AND PROBLEM SOLVING: TOOLS AND TECHNIQUES FOR ENGINEERS

**NEW
COURSE**

Essential Skills for the 21st Century

2-day intensive CPD course

Location: London

Dates: 24-25 April 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1215 + VAT

'Early bird' fee: £1093 + VAT

WHY ATTEND THIS COURSE:

This highly interactive, intensive and specifically designed 2-day course will provide engineers (and those who work in an engineering environment), with the process, language and tools to raise their own effectiveness when innovating and problem solving. Tools for generating options and focusing options will be explained, examples of when it is best to use each tool will be covered and an explanation of how to make use of multiple generating and focusing options will be given. The course also covers VIEW, an assessment of problem solving styles, enabling attendees to understand and appreciate their own and other peoples' preferences when innovating and problem solving. Participants will be able to use these

skills in the workplace to make more effective, efficient and creative use of peoples' time when working in teams to solve problems.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Understand your preference of problem solving styles
- 'Flex' your style to situations and audiences in order to get the required result
- Use creative problem solving in many aspects of your work
- Effectively get the most from your team when generating or focusing
- Identify the best generating or focusing tool for the task in hand
- Know how to stimulate your team to deliver extra options

TOPICS COVERED:

- The creative problem solving (CPS) framework
- VIEW: Preferences for problem solving
- Generating and focusing guidelines
- 5 x generating tools
- 5 x focusing tools

- How to choose the best tool
- Advanced tools for generating and focusing

WHO SHOULD ATTEND:

- Engineering managers
- Principal engineers
- Project managers
- Engineering team leaders
- Lead engineers
- Design engineers
- Development engineers
- Manufacturing engineers
- Graduate engineers
- Anyone working in an engineering environment involved in innovation and problem solving

Mapped against UK-SPEC Competences B, C & D

THE ROLE OF THE ENGINEER IN PRODUCT RECALL

Ensure that you understand your role when it comes to product recall

**NEW
COURSE**

1-day intensive CPD course

Location: London

Dates: 23 February 2012

Member fee: £499 + VAT

'Early bird' fee: £449 + VAT

Non-member fee: £599 + VAT

'Early bird' fee: £549 + VAT

WHY ATTEND THIS COURSE:

Having to recall or withdraw a consumer product can be a very stressful process, fraught with legal issues, business continuity considerations, tight timescales and negative publicity. Engineers are often key players in a recall supporting the product recall team to gain a quick understanding of the issue. The engineer provides explanations concerning the manufacturing of a product that is involved in the recall and with training we ensure you are best prepared if such an incident arises.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Have better management of product fault or contamination incidents
- further develop and improve your plans
- Proactively test your recall procedures
- Be up to date with current recall legislation

TOPICS COVERED:

- UK/EC recall legislation
- The authorities
- Recall data
- Costs of recall
- Case study examples based upon real events
- Introduction to risk assessment
- Analysis and improvements of your recall plan
- Recall planning procedures
- Mini simulation recall exercise

WHO SHOULD ATTEND:

- Anyone who is a member of the Product Recall Team, including Crisis Managers, Quality, Technical, Supply Chain, Procurement, Production, Finance, Legal, PR, etc
- Engineers

Mapped against UK-SPEC Competences A, B, C, D & E

NEGOTIATION SKILLS FOR ENGINEERS

How to prepare for and execute successful negotiations

2-day intensive CPD course

Location: London

Dates: 30-31 May 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

This course has been created to help those who are involved or are likely to be involved in the process of negotiation. It will help the participants deliver successful negotiated outcomes.

This course is highly interactive and involves a number of generic negotiation scenarios. Some of these involve a role approach. The course provides a structured methodology to the negotiation process.

The participants are taught a range of strategies to adopt in any given negotiation situation. Including, how to establish the strengths and weaknesses of the other party.

A benefit of attending this course is that the participants will get the opportunity, through role play, to apply the skills and techniques explored in the programme.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Define the goals of your negotiation
- Plan and prepare for the delivery of a successful negotiation
- Understand the need for developing best alternative to a negotiated agreement (BATNA)
- Understand the importance of a win-win approach for future business
- Appreciate the human factors in play during negotiation
- Recognise common negotiation tactics and how to deal with them

TOPICS COVERED INCLUDE:

- The concept of negotiating
- Negotiation in a win-win environment
- Difference between negotiating and selling
- Individual behaviours, their effects and the situations in which they are most relevant and powerful

- The generic negotiation process
- The concept of power in a negotiation
- Verbal behaviour, its role and to be able to differentiate good from bad
- Hostile negotiation strategies and how to defend against them
- Different styles in negotiating and be able to relate to one's own style

WHO SHOULD ATTEND:

- All members of staff who are involved in selling or negotiating
- Anybody who meets customers and suppliers (internal or external) in face-to-face situations
- Project engineers and project managers
- Programme managers
- Technical team leaders
- Project commercial and contract staff
- Line and project resource managers

Mapped against UK-SPEC Competences C, D & E

COACHING FUNDAMENTALS FOR ENGINEERS

Learn about positive staff coaching by managers in the work environment

1-day intensive CPD course

Location: London

Dates: 17 May 2012

Member fee: £499 + VAT

'Early bird' fee: £449 + VAT

Non-member fee: £599 + VAT

'Early bird' fee: £549 + VAT

OVERVIEW:

Many companies state they are working towards a 'coaching culture' and coaching has been a popular buzzword in business for a few years now. Well what does that really mean, and as an engineering manager, how do you do it?

This course will focus on how managers can coach their staff in the work environment, with an emphasis on outcomes and positive action. The day will start with discussion of two straightforward models for the coaching process, how you apply them in the workplace, when it is appropriate to have 'coaching conversations' and will finish with practical sessions where you will be coaching and coached by other attendees as well as getting constructive feedback on your practice.

This 1-day course will not turn you into a professional coach but will give you the skills to coach your staff to better performance, within the boundaries of the working environment and has been designed specifically for managers with a technical or engineering background.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Focus on coaching for the better performance of your staff
- Use an appropriate coaching model to guide the conversation and result in action
- Help your people be their best
- Know when to use 'coaching conversations' to best effect
- Improve your listening skills with focus on active listening
- Use good questioning skills to get to the root cause of the issue

WHAT TOPICS THIS COURSE WILL COVER:

- The use of coaching in the business environment
- The Whitmore and Blanchard coaching models
- When coaching is and is not, appropriate
- The benefits of using a coaching style for better management
- 'Ask' rather than 'tell' styles of management

WHO SHOULD ATTEND

Team leaders and managers at any stage in their career who are interested in improving their management skills through coaching.

Mapped against UK-SPEC Competences C, D & E

MANAGING SMALLER ENGINEERING PROJECTS

How to lead and manage smaller projects in a multi-project, multi-task environment

2-day intensive CPD course

Location: London

Dates: 22-23 February 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

OVERVIEW:

The aim of this course is to provide an overview of the principles and practice for leading and managing a portfolio of smaller projects in a multi-project, multi-task environment. It presents a range of practical methods and techniques relevant to the smaller project scenario, using exercises and case studies to show how these can be applied.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Explain and demonstrate the key principles of successful project management in the multi-project, smaller project environment

- Demonstrate a range of useful project management tools and techniques
- Define the role, and help you understand the skills required by the project leader
- Provide a structured framework to help you manage multiple projects
- Help you identify opportunities to improve project management within your organisation
- Project planning and risk management
- Project control and change management
- Project portfolio management
- The multi-project team
- The course also emphasises the importance of the leadership and team-working skills needed by project managers and team members in carrying out their roles in a multi-project/smaller project environment

TOPICS COVERED:

- Key project management concepts for the multi-project/smaller project environment
- Project definition and stakeholder management
- Role of specifications in communicating requirements
- Key issues and challenges of smaller projects
- The multi-project world; project portfolio management
- How to set up a small project
- Managing the definition process
- Identifying and managing project stakeholders

WHO SHOULD ATTEND:

- Any engineer and technical professional who is part of a 'smaller' project, either as a stand-alone activity or part of an organisational whole

Mapped against UK-SPEC Competences B & C

INTRODUCTION TO COST ESTIMATING FOR ENGINEERS

How to prepare task estimates that are credible and deliverable

2-day intensive CPD course

Location: London

Dates: 21-22 June 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

This course has been created to help those who are involved or likely to be involved in the preparation of an estimate of costs, time and duration for a task, job or project.

Understanding the process of estimating and the key factors that influence that process are fundamental to the well-being of a business.

The course is highly interactive and involves a number of practical exercises that reinforce the key learning points of the course. The course delivers a structured approach to the estimating process. It introduces a range of skills and techniques that may be applied to estimating tasks whether they be 'simple' internal tasks or complex programmes.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Understand what an estimate is and why we estimate
- Understand the business impact of good and bad cost estimating
- Understand the different types of cost in a business
- Select the appropriate cost estimating methodology for a given task
- Estimate labour, materials and overheads
- Apply the seven step guide to estimating
- Understand the role of statistics in estimating
- Understand the impact of risk and uncertainty
- Effectively document the estimate

TOPICS COVERED INCLUDE:

- The relationship between costs, sales and profit and their drivers
- The different classes of cost
- Supply and demand
- What is a cost estimate
- The estimating process, a seven step guide

- Task scoping for estimating
- Work breakdown structures and their use
- Estimating methodologies and their application
- Zero based estimating
- Estimating techniques
- Use of statistics in estimating
- Three point estimating
- Estimating risk
- Tools and techniques for risk identification
- Documenting the estimate, what to document and why

WHO SHOULD ATTEND:

- Engineering team members
- Project engineers and project managers
- Programme managers
- Technical team leaders
- Project, commercial and contract staff
- Line and project resource managers

Mapped against UK-SPEC Competences B, C & E

NEW PRODUCT INTRODUCTION FOR ENGINEERS

Establish a robust process for bringing new products to market on time, at cost, to required quality standard

2-day intensive CPD course

Location: London

Dates: 17-18 April 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

OVERVIEW:

This course is intended for engineers involved at any stage of the process of bringing new products to market. Using examples from their own experience, it will encourage delegates to examine why the process can go wrong, leading to products coming to market late, over budget and failing to meet customers' expectations.

The course outlines both the concepts and structures needed for successful new product introduction and the need to establish productive, collaborative relationships between all of the functions involved.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Review the current status of the new product introduction process in your organisation
- Appreciate the reasons why projects go wrong and apply those to your company's situation
- Explain the main steps in any NPI process and the keys to success
- Create simple structures to track progress, manage risk, highlight issues and take action
- Identify and undertake some immediate improvement actions
- Create a structure and an implementation plan for an NPI process for your organisation

TOPICS COVERED:

- Why do new products come to market late, over budget and at poor quality levels?
- We've got a process, but nobody sticks to it!
- The main stages of new product development and introduction
- A roadmap and toolkit. Tools and techniques to use at each stage of the process

- Gates or milestones?
- The role of the project manager
- Case study: the Toyota Prius – an innovative process for an innovative product
- Collaborative working: simultaneous engineering, design for manufacture
- How you can make a difference
- Creating and implementing an improvement plan

WHO SHOULD ATTEND:

This course is for engineers working at any level and at all stages of the process required to bring new products to market:

- Identifying and developing new products
- Establishing manufacturing processes
- Bringing them to market
- Running any aspect of product, managing quality
- Servicing products in the aftermarket
- Project management

Mapped against UK-SPEC Competences B, C & D

EXPERT WITNESS – COURTROOM SKILLS

Delivered by Bond Solon, the experts in expert witness training

1-day intensive CPD course

Location: London

Dates: Please contact us on:
+44 (0)207 304 6907 to discuss future dates

Member fee: £499 + VAT

'Early bird' fee: £449 + VAT

Non-member fee: £599 + VAT

'Early bird' fee: £549 + VAT

OVERVIEW:

The witness box is a lonely place. Many experts feel they are on trial, standing in the dock rather than giving independent testimony to assist the court. Often, experts are unfamiliar with this environment, as few cases go to a full trial. But a poor performance can undermine confidence and credibility.

The courtroom skills training is an intensive one day, highly practical and experiential training. This is no mere lecture with hints and tips. First, we examine the theory, practice and procedure of giving evidence, demystifying the process. Then you are cross-examined on a case study you prepare on your field of expertise. An experienced lawyer, who is a

trained trainer, gives constructive feedback on your witness box presentation. Delegates receive a comprehensive workbook and aide memoire.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Prepare for court and personal presentation
- Demonstrate key skills of presenting effective evidence
- Take the oath or affirmation with confidence
- Express an opinion based on the foundation of fact
- Prepare an opposing brief
- Give confident, clear testimony under difficult cross-examination
- See how lawyers can pick apart weaknesses in expert reports in the cross-examination process

TOPICS COVERED:

- How the adversarial system works
- Demystifying the process of giving evidence
- Your role as an independent educator of the court

- Roles of the various people in court
- Who to speak to and what to call them
- Techniques lawyers use in cross-examination and how to handle them
- Role play to gain experience in being cross-examined and receive detailed feedback

WHO SHOULD ATTEND:

- Those currently acting as expert witnesses
- Individuals wishing to take up expert witness work in the future
- Those who are expected to give oral evidence imminently

Mapped against UK-SPEC Competences B, C, D & E

EXPERT WITNESS – EXCELLENCE IN REPORT WRITING

Delivered by Bond Solon, the experts in expert witness training.

1-day intensive CPD course

Location: London

Dates: Please contact us on:
+44 (0)207 304 6907 to discuss future dates

Member fee: £499 + VAT

'Early bird' fee: £449 + VAT

Non-member fee: £599 + VAT

'Early bird' fee: £549 + VAT

OVERVIEW:

The expert's report is a vital element of much civil litigation, as the vast majority of actions are settled on the report alone. It must be clear, succinct, independent and well presented. However, many experts make up their own report writing style. They rarely receive constructive feedback from lawyers or know precisely what the courts want. Often they adopt other people's generalised formats that are ill suited to their needs.

An excellent report can be the most powerful sales tool you will have in your career as an expert witness. Reports are seen by many professionals during litigation and often new instructions are received from opposition

lawyers for future cases.

Excellence in report writing allows both new and experienced experts to look at what lawyers and the courts want from experts' reports. You bring a copy of a report from a completed case in court ready condition and receive feedback from an experienced lawyer trainer. You are taught how to assess others' reports and then how to assess your own. Working with a sample format, you create your own personalised format suited to your profession using techniques received during the training.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Identify issues and express an opinion on the issues in reports
- Pitch the language at the right level
- Express an independent view and argue your conclusion
- Ensure reports are watertight and insulated against cross-examination
- Learn the contractual position between expert, solicitor, client and the Legal Services Commission

- Appreciate the implications of Part 35
- Understand the expert's declaration

TOPICS COVERED:

- Developing your own report format
- Setting out your qualifications and experience
- Using appendices
- Including research references
- Exhibits, photographs, diagrams and plans
- Terms and conditions and experts' fees
- Dealing with experts' meetings

WHO SHOULD ATTEND:

- Those currently acting as expert witnesses
- Individuals wishing to take up expert witness work in the future
- Those who support expert witnesses

Mapped against UK-SPEC Competences B, C, D & E

INNOVATION PLANNING FOR ENGINEERS

Understand how to diagnose, assess and implement innovation processes in your organisation

2-day intensive CPD course

Location: London

Dates: Please contact us on:
+44 (0)207 304 6907 to discuss future dates

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

OVERVIEW:

This course will enable delegates to establish a robust innovation process within a business. Delegates will have a clear understanding of innovation, be able to conduct an innovation diagnostic within a business and analyse the results, be able to establish the priority areas for improvement and develop an innovation improvement plan.

Having determined the status of innovation within an organisation, delegates will be able to establish a robust innovation process for the capture, analysis and development of innovative ideas. The course is intended for middle and senior managers who are able to influence others and champion innovation projects.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Have a clear understanding of innovation with regard to product, service and process, where the UK is positioned in the world innovation league, why it is important to UK industry and be able to explain this to others within a business
- Conduct an innovation diagnostic of a business and analyse the results
- Using the output from the diagnostic, prioritise areas for improvement (AFIs) and develop an innovation improvement plan for a business. Assign responsibilities for each AFI, conduct periodic reviews and sign off each AFI when completed
- Understand and be able to implement a robust innovation process: invention, investigation, inspiration, implementation and invigilation
- Understand the external agencies and funding sources available for innovation projects
- Be able to champion innovation projects within a business

WHO SHOULD ATTEND:

- This course is for a wide range of participants who are working within businesses delivering products, systems and services
- Company directors, middle and senior managers within businesses in the product design and service sector
- Design engineers
- Project engineers and managers running complex product and system design projects
- Technical team managers and leaders

Mapped against UK-SPEC Competences C, D & E

THE NEW ENGINEERING MANAGER*

Managerial excellence that can be taught

2-day intensive CPD course

Location: London

Dates: 17-18 January, 18-19 April 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

Our most popular training course has been specifically designed for engineers who take up responsibility for managing people for the first time. Thanks to a comprehensive toolbox of leadership and management tools, this interactive and intensive course is the basis of your future career in management.

Find practical solutions to the most common problems managers face such as: how do I motivate people? How do I build a successful team? How do I engage all the team in the goals set for our department?

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Set, monitor and achieve SMART goals for yourself and your team
- Adapt your influencing style to situations and audiences to get the required result
- Motivate all the members of your team to work towards the team goals
- Delegate appropriately and effectively
- Know how to manage conflict and accept it as a natural part of team development
- Use performance management to get the best out of everyone
- Take appropriate steps to deal with poor performance

WHO SHOULD ATTEND:

- Newly promoted engineering managers
- Principal engineers
- Project managers
- Engineering team leaders
- Lead engineers
- Senior design engineers
- Development engineers
- Manufacturing engineers

Mapped against UK-SPEC Competences C, D and E

**“ONCE YOU KNOW IT,
IT SEEMS LIKE
COMMON SENSE,
BUT IT'S NOT
COMMON SENSE
UNTIL YOU KNOW IT.”**

**Peter Rayner
Dephi Diesel Systems**

*This course can form part of the IMechE: Fundamentals of engineering management programme. See page 48 for further details.

www.imeche.org/training | +44 (0)20 7304 6907 | training@imeche.org

SUCCESSFUL PROJECT MANAGEMENT FOR ENGINEERS*

Make a success of all your projects

2-day intensive CPD course

Location: London

Dates: 21-22 February, 16-17 May 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

This course has been created to help those who aspire to or already lead project teams to develop the essential skills needed to become a successful project manager.

Projects come in all shapes and sizes, but certain key principles apply to all. This course will provide a generic model to highlight these key principles, developed from comparative studies of those projects that succeeded and those that failed.

This course will help equip you with the skills you need to make a success of managing your projects. It comprises an equal mix of theoretical and practical sessions to ensure that participants have the opportunity to apply the methods and techniques being presented.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Define the goals of your project, manage change and avoid 'scope creep'
- Build, develop and maintain realistic project plans
- Organise, delegate and co-ordinate work activities
- Identify, evaluate and manage project risks
- Ensure work programmes are implemented to time and budget
- Provide effective leadership to project teams
- Apply the disciplines needed to manage multiple project assignments

WHO SHOULD ATTEND:

- Anyone who is about to take up, or who has recently been appointed to a leadership role in managing a project or projects
- Project engineers and project managers
- Programme managers
- Technical team leaders
- Senior project administrators
- Specialist project support staff
- Line and project resource managers

Mapped against UK-SPEC Competences C and D

“COURSE CONTENT, DELIVERY AND PRESENTATION STYLE WAS EXCELLENT. USEFUL TO HAVE A CONCISE HANDBOOK THAT I CAN REFER TO IN THE FUTURE AS A HANDY GUIDE”

**Kelly Walker, Senior engineer
E.ON New Build and Technology**

*This course can form part of the IMechE: Fundamentals of engineering management programme. See page 48 for further details.

AN INTRODUCTION TO FINANCIAL MANAGEMENT FOR ENGINEERS*

Making it easier to understand finance and use its applications

2-day intensive CPD course

Location: London

Dates: 24-25 May 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

Engineers are frequently required to be conversant with the terminology and statements that accountants use. Technical expertise in projects, service delivery, production or other areas can only be fully realised if engineers understand the accounting and reporting that drives businesses.

This practical course develops skills in understanding financial and management accounting for all those engineers and technical professionals who work alongside the business operations of the organisation.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Understand the business world in figures
- Appreciate what drives business
- Relate your activities to the success of the business through figures
- Gain the skills to advance in management
- Be able to interact in an informed way with finance professionals
- Understand financial concepts and terminology

WHO SHOULD ATTEND:

- Engineers involved in project management
- Technical professionals
- Project managers
- Senior executives

Mapped against UK-SPEC Competences C and E

“THIS IS A SUPERB COURSE. WELL WRITTEN, WELL EXECUTED, VERY INFORMATIVE, VERY INTERESTING AND PROVIDES YOU WITH A THIRST TO PRACTICE WHAT YOU HAVE LEARNT. WELL RECOMMENDED”

James Finley
Applications engineer
Borgwarner turbo Systems

*This course can form part of the IMechE: Fundamentals of engineering management programme. See page 48 for further details.

FINANCIAL APPRAISAL OF ENGINEERING PROJECTS

Make a success of all your engineering projects

2-day intensive CPD course

Location: London

Dates: Please contact us on:
+44 (0)207 304 6907 to discuss future dates

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

Achieving true project cost control comes from understanding, eliminating and minimising risk prior to a business committing any funds. This course studies the stages required for practical financial and business appraisals of projects and capital expenditure. The course has two primary objectives:

- To impart the knowledge and skills required to ensure minimal or risk-free expenditure of resources (including investors', governments' or shareholders' money)
- To improve the quality of the appraisal process in the widest sense, demonstrating how the process of project and capital

expenditure appraisal can be used dramatically to improve cost control and deliver as risk-free as possible expenditure

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Understand the economics of appraisal
- Be in control of your projects from the start
- Understand the economics of your project and devise the most appropriate model
- Carry out sensitivity analysis and identify risk
- Improve methods of appraisal and approach
- Focus on the risk areas and take out risk and control costs before they over-run

WHO SHOULD ATTEND:

- Engineers involved in projects
- Technical professionals
- Project managers
- Senior executives

Mapped against UK-SPEC Competences C and E

“USEFUL COURSE WHICH CAN HELP ENGINEERS WHO WORK IN A PREDOMINANTLY TECHNICAL ROLE APPRECIATE THE WIDER BUSINESS SCOPE”

**Ben Foreman, Graduate engineer
Deepwater**

ESSENTIALS OF PROCUREMENT FOR ENGINEERS

The overall development of advanced procurement practices, within the context of industry and engineering specifically

2-day intensive CPD course

Location: London

Dates: 14-15 May 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

This course will enable engineers to create and implement world-class procurement strategies, practices and processes.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Acquire an understanding of strategic sourcing methodology, in the context of engineering and undertake an effective risk analysis
- Appreciate the need for sustainable procurement practices

- Acquire a knowledge of the tools and techniques used in strategic procurement
- Appreciate the value of category management
- Understand the need for a strategic approach to procurement and sourcing
- Create and implement world class procurement processes

- Project managers
- Engineers moving into a procurement role

Mapped against UK-SPEC Competences C, D and E

WHO SHOULD ATTEND:

- Those with responsibility for developing procurement strategies
- Those who need to understand the strategic procurement process
- Those responsible for major projects, in the context of securing key resources
- Those who have responsibility for management of the procurement process
- Those who have responsibility for controlling project costs
- Directors
- Senior procurement people
- Procurement executives

THE SENIOR ENGINEERING MANAGER

Develop key skills essential to the success of any senior engineering manager

2-day intensive CPD course

Location: London

Dates: 8-9 February, 12-13 June 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

- See when conflict is occurring and manage it effectively
- Manage 360° - not only your team, but also your manager, your peers and most importantly yourself, in order to operate consistently at personal peak performance

WHO SHOULD ATTEND:

- All managers who have some man-management responsibility and experience
- Chief engineers
- Design office managers
- Programme managers
- Engineering directors
- Technical directors
- Quality managers/directors
- Engineers progressing into a senior management role

Mapped against UK-SPEC Competences B, C, D and E

WHY ATTEND THIS COURSE:

This course is aimed at engineers and other technical professionals who have experience in a man-management role and now want to take their skills to the next level.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Set strategy for your team, to contribute fully to your company's vision and mission
- Motivate, manage and communicate with your team to engage them fully in the company's goals
- Successfully manage and implement change programmes that will stick and be embedded in normal business practice

“GOOD THAT THE TRAINER HAS A THOROUGH KNOWLEDGE OF INDUSTRY AND HAS HELD SENIOR POSITIONS- NOT JUST A TRAINER BUT A DOER AS WELL!”

Mark Graham- Design team leader, Dephi Diesel Systems

TECHNICAL MENTOR TRAINING FOR ENGINEERS

Do you have a mechanism for transferring knowledge from senior engineers to developing engineers?

1-day intensive CPD course

Location: London

Dates: 26 January, 24 April 2012

Member fee: £499 + VAT

'Early bird' fee: £449 + VAT

Non-member fee: £599 + VAT

'Early bird' fee: £549 + VAT

WHY ATTEND THIS COURSE:

Mentor programmes fully embrace knowledge transfer and can be the perfect vehicle for giving graduate engineers the opportunity to acquire leadership skills. Graduates then take the lead in proactively driving the mentor-mentee relationship and outcomes as a key contributor to their quest for Chartered status.

In addition, mentors receive recognition and accolades for their work and have the opportunity to pass on their critical knowledge. Mentees feel valued and are more likely to stay with the company and, with improved performance, will contribute more to the business. Graduates can see their career path mapped out much clearer than before and, consequently, are ready for leadership positions at an earlier stage in their careers.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Re-confirm how mentoring aligns with your personal values and the vision of your organisations
- Understand mentoring fundamentals
- Utilise critical communications skills to support the mentoring process to foster an open dialogue with the mentee to support them in a clear, unambiguous way
- Assess interpersonal relationships by first understanding that people have different values and drivers, then working on the important human relationship techniques to build a bond of trust between the mentor and mentee
- Focus on your own attitude and behaviour in order to appreciate the behaviour of your mentee
- Reflect on your mentoring style and consider any areas for change
- Undertake effective planning of mentoring sessions, the importance of confidentiality and the keeping of records

WHO SHOULD ATTEND:

- Senior engineers wishing to become mentors
- Graduate engineers seeking to be mentored
- Engineers moving into a mentoring role

Mapped against UK-SPEC Competences C, D and E

This course does not cover (EU UK-SPEC) and the assessment of competence required by EC UK-SPEC. To attend one of our professional development seminars that cover the specific skills required to support your developing engineer please refer to the events section of our website.

CONSULTATIVE SELLING SKILLS FOR ENGINEERS

Improve and develop your selling skills in a consultative way

2-day intensive CPD course

Location: London

Dates: 28-29 February 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

This course is intended for engineers involved in selling products or services to clients, both internal and external. The course is aimed at taking the engineer on a journey on how to understand their clients' needs, motivators and how to add value throughout the relationship for a win-win outcome.

The course is focused on creating relationships rather than the traditional hard sales process and utilises a partnership approach that benefits the client and provides long-term rewards for both parties.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Understand your natural sales style, its strengths and limitations, and have an action list to improve your performance
- Create effective partnerships with clients that are productive, meaningful, profitable and long-term
- Understand and practise the process of consultative selling to ensure a win-win partnership approach
- Effectively use rapport and questioning techniques to facilitate motivating and meaningful needs analysis with a range of clients
- Understand types of buyers, your impact with them, and the primary methods of selling to them
- Take a journey throughout the sales process from first needs analysis meeting through to the final presentation
- Feel confident in selling, using consultative methodologies to a wide range of clients

WHO SHOULD ATTEND:

- Engineers new to external sales
- Consultants who are involved in sales as an individual or as part of a team
- Engineers already involved in selling looking for a new approach to selling
- Other technical staff who have a remit for internal or external sales
- Engineers looking to set up their own business
- Engineering buyers who wish to understand the process from the sales side

Mapped against UK-SPEC Competences C and D

“AN INSPIRATIONAL AND MOTIVATIONAL SPEAKER FINDING CONSTRUCTIVE COMMENTS TO PERSONALISE EVERY OPPORTUNITY”

Sarah Marshall
Frazer Nash Consultancy

COMMUNICATION AND PRESENTATION SKILLS FOR ENGINEERS

Fine tune your delivery style to create maximum impact

2-day intensive CPD course

Location: London

Dates: 24-25 January, 15-16 May 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

This is a highly interactive course which covers advanced presentation and influencing skills.

Throughout the course there will be many opportunities to practise the skills learned including seeing your presentation on film, gaining valuable feedback from the tutor and the group. You can then prove to yourself how significant an improvement you can make in just a few minutes using the hints and tips from the course.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Speak in public with confidence to create maximum impact
- Use simple mental models to speak fluently and make your point without preparation
- Deal with any signs of stress or anxiety
- Develop a more persuasive and impressive speaking style
- Prepare a presentation more quickly and effectively than ever before
- Develop a highly effective presentation style
- Write emails and texts to make your message clear and succinct
- Make your initial impact as positive as possible and leave your audience wanting more

WHO SHOULD ATTEND:

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

Mapped against UK-SPEC Competences D and E

“THIS IS A KEY COURSE FOR PROFESSIONALS WHO INTEND TO INTERACT WITH FELLOW PROFESSIONALS FROM WITHIN THE ENGINEERING INDUSTRY, WHILE BUILDING MANAGERIAL AND LEADERSHIP SKILLS IN AN OPEN AND ENTHUSED ENVIRONMENT”

Ivie Aroko, Process Engineer, National Grid

RESEARCH AND DEVELOPMENT PROJECT MANAGEMENT FOR ENGINEERS

R&D competitiveness through focused project management discipline

2-day intensive CPD course

Location: London

Dates: 18-19 January, 29-30 May 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

The formal disciplines of project management provide a means of planning, organising and controlling multi-disciplinary projects without stifling innovation. This intensive course specifically deals with the management of research and development (R&D) projects, which require some differences in approach to conventional project management.

R&D must operate strategically in the organisation, becoming a key driver of business success. No longer can a good R&D manager rely only on technical expertise.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Appreciate the elements of a sound process for setting up and managing R&D projects
- Effectively manage R&D projects so that objectives and key success criteria are established and efficiently achieved
- Clarify the scope of work required to meet project objectives
- Ensure resources for R&D projects are properly identified, costed and allocated
- Ensure project responsibilities and accountabilities are defined and agreed
- Plan and schedule the project activities to meet deadlines
- Better deal with project risk and uncertainties
- Manage stakeholder relationships and information flows

WHO SHOULD ATTEND:

- Project managers, project planners and project leaders
- R&D engineers
- Technical and design professionals

Mapped against UK-SPEC Competences A, B and C

TECHNICAL TRAINING COURSES FOR ENGINEERS

- 32** Effective maintenance techniques for engineers
- 33** Introduction to fault finding techniques for engineers
- 34** Technical report writing for engineers
- 35** Preparing engineering specifications
- 36** Commercial risk awareness for engineers
- 37** Contract law and contract drafting for engineers
- 38** CDM regulations 2007 for engineers
- 39** Introduction to health and safety for engineers
- 40** Electrical principles for engineers
- 41** LEAN design for engineers
- 42** Introduction to systems engineering for engineers
- 43** Enterprise architecture for engineers
- 44** Understanding and exploiting intellectual property for engineers
- 43** Environmental management systems for engineers

EFFECTIVE MAINTENANCE TECHNIQUES FOR ENGINEERS

Techniques for the maintenance and operation of engineering plant and services

2-day intensive CPD course

Location: London

Dates: Please contact us on:
+44 (0)207 304 6907 to discuss future dates

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

Maintenance of engineering plant and services is becoming more important to the success of the core business. To select the right maintenance technique for specific plant and equipment it is necessary to know what options are available, what they deliver and how they should be implemented.

This two-day course will consider options and techniques that provide best value based on thorough understanding of the business need.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Determine the cost and value of the various

maintenance options

- Prepare and present the business case to the selected maintenance strategy
- Introduce meaningful KPIs based on performance-led service by the maintenance provider
- Review current maintenance techniques and recommend improvement
- Introduce energy and carbon management performance criteria in effective maintenance
- Deal better with project risk and uncertainties
- Motivate others to deliver a reliable and cost effective maintenance service

TOPICS COVERED INCLUDE:

- What is maintenance and what is operation – their relative importance to the business
- Comparison of the various maintenance options and techniques including: planned preventative, run to failure, condition monitoring, business focused, business critical, total productive and reliability centred maintenance

- Forms of contracts and service including: comprehensive, input driven, output driven, limited replacement and performance based maintenance
- Selecting the right options and making the business case
- Continuous commissioning as a tool for delivering best value
- Planning methods and techniques for R&D programmes
- Estimating R&D costs/role of R&D in projects
- Negotiating and obtaining the resources needed and resource scheduling
- Techniques for tracking project performance

WHO SHOULD ATTEND:

- Facilities managers
- Maintenance engineers and technicians
- Maintenance and operation contractors

Mapped against UK-SPEC Competences B & C

INTRODUCTION TO FAULT FINDING TECHNIQUES

Understand the methodologies for fault finding in any type of system

2-day intensive CPD course

Location: London

Dates: 28-29 June 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

This course has been written for anyone who needs a better understanding of the methodologies that can be applied to fault finding in any type of system.

The course is highly interactive and involves a number of practical and theoretical exercises that reinforce the key learning points of the course. The course delivers a structured approach to the process of fault finding. It introduces a range of skills and techniques that may be applied to all systems whether they are simple or complex.

The participants are taught a number of different fault finding approaches and the areas where it is most appropriate to adopt them. The need for efficient and effective fault

finding techniques is vital to a business's perception and credibility in the eyes of a customer as well as being a source of sustainable competitive advantage.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Approach a faulty system confidently
- Appreciate different fault finding strategies
- Understand which strategies to apply in which situations
- Feel confident in your approach to repair effectively and efficiently
- Understand common fault types
- Learn how to adopt a methodical approach

TOPICS COVERED INCLUDE:

- Dealing with the unknown
- Where to start with a faulty system
- Quickly assess the situation and provide a faster diagnosis
- The art of questioning

- Have practical knowledge of fault finding techniques
- Tools and techniques applied to fault finding
- Work safely, so as not to cause more damage
- Work efficiently, so as to minimise spares used in effecting a repair
- Understand the causes and effects of different types of fault
- Fault diagnostic tools and techniques
- Strategise the process so as to minimise the time to effect a repair

WHO SHOULD ATTEND:

- Engineering team members involved in support, maintenance and customer service
- Any one involved in installation and commissioning of systems
- Newly qualified engineers
- Technical team leaders

Mapped against UK-SPEC Competences B, C & E

TECHNICAL REPORT WRITING FOR ENGINEERS

Take the strain out of technical report writing

1-day intensive CPD course

Location: London

Date: 20 March, 21 June 2012

Member fee: £499 + VAT

'Early bird' fee: £449 + VAT

Non-member fee: £599 + VAT

'Early bird' fee: £549 + VAT

WHY ATTEND THIS COURSE:

Anyone involved in technical work will quickly discover the challenges presented when trying to communicate their ideas, information, proposals or recommendations to others. All too often, the impact of many hours of work can hinge on the ability to explain the results quickly and effectively to others.

This practical course is designed to help anyone needing to create, compile, edit or manage technical documents. It aims to present the key principles and to make the task as simple as possible, using tools and techniques wherever possible to improve the quality and reduce the time needed to produce effective technical documents.

AFTER THE COURSE YOU WILL BE ABLE TO:

- Understand how to define and meet the needs of your readers
- Design a document structure that will simplify understanding
- Identify the content and decide the layout quickly and easily
- Organise and convert your thoughts into print or on screen more effectively
- Adopt a writing style that is appropriate to your readers
- Use diagrams and graphics effectively
- Edit more competently and eliminate avoidable mistakes
- Manage and control your documents more efficiently

WHO SHOULD ATTEND:

- Anyone who is responsible for creating, compiling, proof reading, editing, approving or publishing technical documents
- Engineers
- Scientists
- Technologists
- Technical support staff
- Technical authors and document managers
- Project support staff involved in technical roles
- Project engineers and technical specialists
- Managers and supervisors of technical staff

Mapped against UK-SPEC Competence D

PREPARING ENGINEERING SPECIFICATIONS

Improve technical performance and value for money through high quality specifications

2-day intensive CPD course

Location: London

Dates: 21-22 March, 19-20 June 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

This course emphasises the need for a clear definition of requirements combined with the ability to communicate those requirements effectively to third parties. A structured method of preparing specifications is provided, and a range of practical techniques is presented, to help you put the principles into practice. The commercial and contractual role of specifications is also addressed.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Gain a clear understanding of the role and purpose of specifications
- Present a framework for organising and producing specifications
- Define the key steps involved in creating effective specifications
- Demonstrate methods for assisting in defining requirements
- Provide tools and techniques for scoping and structuring specifications
- Show how specification 'model forms' can be developed
- Present methods to assist the writing and editing of specifications
- Review how specifications should be issued and controlled

WHO SHOULD ATTEND:

- Engineers and technical specialists who are involved in creating specifications (whether writing them or managing the process)

Mapped against UK-SPEC Competences B, D & E

COMMERCIAL RISK AWARENESS FOR ENGINEERS

Become a better engineer with a highly developed sense of commercial and contract risk awareness

2-day intensive CPD course

Location: London

Dates: Please contact us on:
+44 (0)207 304 6907 to discuss future dates

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

This stimulating course has been designed specifically to raise the engineer's awareness of these risks and to equip the participant with ways to deal with them.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- See your role in a broader, more commercial context
- Think more strategically when preparing bid submissions or evaluating tenders

- Increase the likelihood of success of winning bids submitted or making the right supplier choice
- Identify the benefits of time spent at the front end, pre-contract award, on drafting and negotiating a solid contract in order to reduce problems later, during contract management stage
- Appreciate the value of good preparation and groundwork, prior to submitting a bid and in advance of a negotiation
- Anticipate, identify and manage potential risks, both pre-and post-contract award
- Make a greater contribution to the profitability of your projects and contracts
- Develop your commercial 'nous'

WHO SHOULD ATTEND:

- Any engineer or technical professional whose role and future career development requires a greater degree of commercial awareness and understanding
- Contract managers and project engineers who have regular contact with clients and customers and who may find themselves moving into commercial roles

Mapped against UK-SPEC Competences C, D & E

“AN EXCELLENT INTRODUCTION TO NUMEROUS TECHNIQUES, TIPS AND IDEAS TO BETTER IMPROVE COMMUNICATION, RELATIONSHIPS AND NEGOTIATION WITH PEOPLE”

David Adams, GL Group

CONTRACT LAW AND CONTRACT DRAFTING FOR ENGINEERS

Maximise your contribution to drafting complex, demanding engineering contracts

2-day intensive CPD course

Location: London

Dates: 13-14 March, 26-27 June 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

A contract lays out the understanding between buyer and seller. It should do so clearly and unambiguously. Engineering contracts can be among the most complex and demanding that are put in place, and often require input from a range of specialists, including engineers, scientists and project managers.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Understand the fundamentals of contract law and intellectual property law to maximise their contribution to the process
- Understand model forms of contract and points of law
- Understand the methods of drafting a contract
- Confidently agree or dispute your own contracts

WHO SHOULD ATTEND:

- All engineers and technical professionals who need a basic understanding of contract law and practical help in drafting their own contracts

Mapped against UK-SPEC Competences C, D & E

“PROBABLY THE BEST SHORT COURSE THAT I’VE EVER ATTENDED. (THE TUTOR) IS AN EXTREMELY KNOWLEDGEABLE PRESENTER AND MAKES THE COURSE MATERIALS EXTREMELY INTERESTING AND RELEVANT”

**Paul Goulding, Senior engineer
RWE NPower**

CDM REGULATIONS 2007 FOR ENGINEERS

A comprehensive review of the CDM regulations and their practical implementation

1-day intensive CPD course

Location: London

Dates: 27 June 2012

Member fee: £499 + VAT

'Early bird' fee: £449 + VAT

Non-member fee: £599 + VAT

'Early bird' fee: £549 + VAT

WHY ATTEND THIS COURSE:

This course is appropriate for anyone involved in the procurement, planning, design or implementation of construction work (including building maintenance).

It is equally appropriate to those with no prior knowledge of the regulations or those looking for a refresher on current best practice.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Understand the roles and responsibilities of the principal duty holders and how these roles may vary on different types of project and procurement routes

WHO SHOULD ATTEND:

- Engineers and technical professionals with management responsibilities
- Property, facilities and maintenance managers
- Health and safety managers
- Engineers involved in the procurement, planning, design or implementation of construction work (including building maintenance)
- CDM co-ordinators
- Engineers moving into a health and safety role

Mapped against UK-SPEC Competences
C & E

**“GOOD MIX OF
THEORY AND
EXAMPLES-
ATTENDING THE
COURSE PROVIDES A
GOOD BALANCE TO
KNOWLEDGE
ACCUMULATED ‘ON-
THE-JOB’.”**

Maximilian Fieguth, Bechtel

INTRODUCTION TO HEALTH AND SAFETY FOR ENGINEERS

Everyone at work has legal duties to manage health and safety

1-day intensive CPD course

Location: London

Date: 19 April 2012

Member fee: £499 + VAT

'Early bird' fee: £449 + VAT

Non-member fee: £599 + VAT

'Early bird' fee: £549 + VAT

WHY ATTEND THIS COURSE:

Ignorance of the law is no defence and breaching health and safety legislation is a criminal offence which can lead to fines and imprisonment. Keeping up with legal requirements can be a problem given the mass of health and safety regulations of the past couple of years.

This course will cover the main areas affected by all new and existing legislation, helping to minimise your risk of prosecution, litigation and compensation claims. It will also take you through the necessary stages to formulate, implement and review your organisation's health and safety policy.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Be aware of current legal requirements and how these affect you and your organisation
- Understand how to formulate and implement a health and safety policy for your organisation
- Identify the key health and safety issues in your own particular company
- Be in a position to organise/undertake a health and safety audit and then recommend/implement the necessary changes
- Know where to go to find out more information on aspects of health and safety
- Understand the principles of risk assessment and how health and safety risk assessments should be undertaken in a typical workplace
- Explain the principles of health and safety management at work to your colleagues
- Reduce the risk of accidents in your workplace and create a more positive working environment

WHO SHOULD ATTEND:

- Anyone who has responsibility for health and safety
- Directors, managers, human resources professionals
- Facilities or office service managers
- Professional advisers, policy makers
- Health and safety officers

Mapped against UK-SPEC Competences B, C, D & E

ELECTRICAL PRINCIPLES FOR ENGINEERS

An understanding of electrical engineering for non-experts

1-day intensive CPD course

Location: London

Dates: 28 June 2012

Member fee: £499 + VAT

'Early bird' fee: £449 + VAT

Non-member fee: £599 + VAT

'Early bird' fee: £549 + VAT

- Understand the terminology used in electrical engineering
- Appreciate the dangers and safety procedures associated with electrical engineering
- Effectively converse on electrical topics with electrical personnel
- Develop your own understanding of electrical systems in your work environment
- Newly qualified mechanical engineers and engineering technicians
- Personnel whose job function requires an overview of electrical engineering

Mapped against UK-SPEC Competences B & E

WHY ATTEND THIS COURSE:

This course will provide participants with an appreciation of electrical engineering principles and the knowledge to manage electrical staff. It will also provide engineers with the ability to converse with electrical engineers and technicians and an understanding of their responsibilities under the Electricity at Work Regulations.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Understand the basic concepts of electrical engineering
- Appreciate their responsibilities under current health and safety legislation

WHO SHOULD ATTEND:

- Those who are responsible for management of engineering workshops and maintenance functions
- Engineering managers and maintenance managers
- Those responsible for the day to day running of workshops and maintenance functions and workshop supervisors
- Those who have involvement in engineering projects with an electrical element
- Project managers, production managers and engineers

LEAN DESIGN FOR ENGINEERS

Using LEAN design techniques will help you minimise costs and enhance profitability

1-day intensive CPD course

Location: London

Dates: 26 April 2012

Member fee: £499 + VAT

'Early bird' fee: £449 + VAT

Non-member fee: £599 + VAT

'Early bird' fee: £549 + VAT

WHY ATTEND THIS COURSE:

In today's economic climate, it is crucial to maximise your profit on every sale, starting at the design stage where any innovative thinking will go a long way. It is essential that you see what everyone else has seen, but think differently. That's where LEAN design comes in.

On this course you will learn LEAN design and find out how it can work for you.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Examine the relationship between design function, manufacturability and the ease of assembly
- Use a structured technique to access the drivers of cost
- Improve your ability to develop products
- Learn design for assembly concepts
- Find out how to enhance profitability rather than reduce cost
- Assess product design objectively
- Be truly innovative in your approach to your competition
- Examine practical case studies of how companies have successfully implemented LEAN design methods
- Brainstorm ideas and learn from your peers

WHO SHOULD ATTEND:

- Mechanical design team leader
- MRQ engineer
- Chief operating officer
- Lead mechanical engineer
- Product design engineer

- R&D manager
- Lean engineer
- Design engineer
- Product development team leader
- Senior design engineer
- Chief mechanical engineer
- Manufacturing specialist
- Project manager
- Product engineer

Mapped against UK-SPEC Competences A & B

“THIS IS AN ANALYTICAL TOOL THAT CAN BE REPORTED TO THE MEN WITH THE MONEY IN A LANGUAGE THEY SPEAK”

Mike Benwell, Pall Aerospace

INTRODUCTION TO SYSTEMS ENGINEERING FOR ENGINEERS

Introducing a methodology for facing the challenges of 21st century engineering

2-day intensive CPD course

Location: London

Dates: 1-2 May 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

This course is designed for those engineers who have heard of systems engineering and want to know if it is applicable to their business area.

The course will outline the principles of systems engineering, their scope and application, in order to provide attendees with sufficient knowledge to decide whether to pursue the approach further. It will also review the standards applicable as well as the key organisations involved in the discipline.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Define systems engineering
- Understand the systems engineering approach and scope
- Identify the key systems engineering models and have a basic understanding of them
- Assess the applicability of the methodology to an engineering programme
- Understand the importance and role of stakeholders throughout the approach
- Assess the potential benefits of the approach when applied to an engineering project

WHO SHOULD ATTEND:

- Engineering managers responsible for programmes or projects
- Principal engineers
- Project managers
- Engineering team leaders
- Lead engineers
- Engineers joining teams using the systems engineering approach
- Internal or external consultants in

organisations using a systems engineering approach

- Stakeholders in programmes or projects adopting or reviewing a systems engineering approach
- Engineers continuing their professional development and education

Mapped against UK-SPEC Competences A, B, C & E

“WELL WORTH ATTENDING THE COURSE TO UNDERSTAND THE SCOPE OF SE, WHERE YOU FIT IN AND THEREFORE THE TECHNIQUES AND PROCESSES YOU CAN USE IN ORDER TO ENSURE FUNDAMENTAL COORDINATION IS ACHIEVED”

Kwame Senyah, Engineer, Tfl

ENTERPRISE ARCHITECTURE FOR ENGINEERS

Learn how EA could support the effective delivery of your business and its enabling systems

2-day intensive CPD course

Location: London

Dates: Please contact us on:
+44 (0)207 304 6907 to discuss future dates

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

Enterprise architecture (EA) is a fast maturing discipline that supports decision-makers across a business by ensuring decisions are made using consistent and coherent information. It brings clarity to complexity and focuses on delivering the required outputs and the attainment of optimised business and systems designs.

Businesses are delivered through their processes, organisational structures and information systems. EA models and methods are an effective way in which these can be aligned. It also provides the basis for agile changes to information systems needed to meet ever-changing business requirements in

an increasingly competitive market place.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Understand why enterprise architecture matters and its basic terminology
- Understand the relevance and benefits of enterprise architecture
- Have an appreciation of the different enterprise architecture methods, frameworks and standards and how they inter-relate
- Understand how an enterprise architecture model is constructed and used
- Have an appreciation of the governance required to ensure efficient and effective development, maintenance and use of an enterprise architecture
- Have an overview of the range of IT toolsets available to support enterprise architecture activity
- Consider how enterprise architectures and methods can support your business re-engineering initiatives and change programmes

WHO SHOULD ATTEND:

- Business managers
- Engineering managers
- Business designers
- Process designers
- Systems engineers

Mapped against UK-SPEC Competences A, B, C & E

UNDERSTANDING AND EXPLOITING INTELLECTUAL PROPERTY FOR ENGINEERS

Reduce IP threats and realise IP opportunities

2-day intensive CPD course

Location: London

Dates: 3-4 May 2012

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

WHY ATTEND THIS COURSE:

Intellectual property (IP) is the collective term for patents, design rights, copyrights, trademarks and confidential information.

Failure to take account of IP at the appropriate time can prevent a product (or service) getting to market or leave that product vulnerable to copying once on the market.

Using engineering case studies, this course will help you understand the essential steps for securing your own IP and managing the risk of infringing third party IP. Costs, processes and timescales will also be explained, helping you to work more effectively with IP professionals to reduce IP threats and realise IP opportunities.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Understand what IP can (and cannot) do
- Know the important pitfalls to avoid
- Be aware of your options when faced with a problematic third party patent
- Properly understand patent office communications
- Use IP databases to determine the IP landscape
- Navigate a patent document and extract key data
- Work more cost-effectively with your IP professional

WHO SHOULD ATTEND:

- Project managers
- Engineers working in new product/service development
- Technical sales personnel
- Managers wishing to understand the business implications of IP
- Inventors needing to know how best to protect their inventions

- Engineers newly tasked with IP management
- Those responsible for an IP budget
- Engineering companies entering new, more IP-intensive, markets

Mapped against UK-SPEC Competences B & C

ENVIRONMENTAL MANAGEMENT SYSTEMS FOR ENGINEERS

Help meet your organisation's environmental requirements, increase efficiency and ensure that you comply with environmental legislation

2-day intensive CPD course

Location: London

Dates: Please contact us on:
+44 (0)207 304 6907 to discuss future dates

Member fee: £995 + VAT

'Early bird' fee: £895 + VAT

Non-member fee: £1,215 + VAT

'Early bird' fee: £1,093 + VAT

- Generate ideas for future improvement activities
- Understand ISO 14001
- Understand how to identify environmental aspects
- Understand environmental documentation

WHO SHOULD ATTEND:

- Newly appointed environmental managers and those who have little formal training in the environmental aspects of business or are looking to increase their knowledge of environmental issues generally
- Anyone wishing to make their environmental management systems more effective and improve their company's level of legal compliance
- Anyone wishing to understand the principles of carbon foot-printing

Mapped against UK-SPEC Competences
B & C

WHY ATTEND THIS COURSE:

Are you new to environmental management? Learn how to implement an environmental management system with professionalism and impact.

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Understand the background to environmental management
- Understand the environmental pressures on businesses, including the importance of UK/EU legislation and stakeholder concerns
- Utilise basic tools

“A VERY WELL ORGANISED AND PRESENTED COURSE WITH EXTREMELY USEFUL CONTENT. THE WEALTH OF KNOWLEDGE AND EXPERIENCE OF THE INSTRUCTOR ADDED GREATLY TO THE EXPERIENCE.”

Grant Cairnie
AVL Powertrain UK Ltd

PARTNERSHIPS, PROGRAMMES AND QUALIFICATIONS

47 CMI Diploma in management and leadership for engineers

48 IMechE Fundamentals of engineering management

CMI DIPLOMA IN MANAGEMENT AND LEADERSHIP FOR ENGINEERS



With 450 corporate and 87,000 individual members, the Chartered Management Institute is the only professional body in the UK dedicated to promoting the highest standards of management and leadership

Location: London and home study

Programme dates:

10 February, 16 March, 26 April
and 1 June 2012

Fee: £2,295 + VAT

WHY ATTEND THIS PROGRAMME:

CMI's chartered status is the Government's stamp of approval, unique in their sector and your guarantee of the integrity and quality of their advice and portfolio of services.

Achieving the Diploma in Management and Leadership will not only boost your performance but can enhance career prospects and can be used as a springboard towards further management development.

This programme is especially tailored to take into account your status as CEng and fast-track you to a management qualification.

On completion of the programme, and after a 360 degree exercise and panel interview, candidates can gain recognition as a Chartered Manager.

For full details visit the CMI website at www.managers.org.uk/cmgr

DETAILS OF THE PROGRAMME:

- Four compulsory one-day workshops at One Birdcage Walk
- Four modules of self study
- Completion of an assessment learning log for each module
- A work related project of 5,000 words
- An external assignment of 2,500-3,000 words
- A work based assignment of around 3,000 words
- Full access to KnowledgeDirect, the CMI's comprehensive online resource offering a wide range of practical professional resources for the duration of the programme

ENTRY REQUIREMENTS:

All participants must already be qualified Chartered Engineers.

Participants should have current management experience and wish to increase their management and business potential.

WHO SHOULD ATTEND:

- Engineering managers
- Senior engineers
- Group heads
- Project directors
- Principal engineers
- Project managers
- Engineering team leaders
- Lead engineers

IMECHE FUNDAMENTALS OF ENGINEERING MANAGEMENT

This programme will give you the fundamental knowledge and skills that are essential for any engineer as you move into engineering management

6-day intensive CPD programme
(3 x 2 days)

Location: London

Dates: See individual course on 'Dates at a glance' Page 52

Member fee: £2,250 + VAT

Non-member fee: £2,500 + VAT

WHY ATTEND THIS PROGRAMME:

The programme consists of three of our most popular courses:

- The new engineering manager
- Successful project management for engineers
- Financial management for engineers

AFTER THIS COURSE YOU WILL BE ABLE TO:

- Apply the necessary people skills to coach, mentor and motivate technical professionals
- Effectively manage resources to bring about the successful completion of specific engineering project goals and objectives
- Understand the financial decisions business enterprises make and the tools and analysis used to make these decisions

WHO SHOULD ATTEND:

- Newly promoted engineering managers
- Principal engineers
- Engineering team leaders
- Anyone who is about to take up, or who has recently been appointed to a leadership role in managing a project
- Project engineers and project managers
- Programme managers

**TO BOOK ON THIS PROGRAMME PLEASE
CONTACT TRAINING@IMECHE.ORG
OR +44 (0)20 7304 6907**

RECENT CLIENTS INCLUDE:

- Airbus Operations
- Aker
- AMEC
- Aquaterra Energy
- Aston Martin
- Atkins Global
- AVL
- AWE
- BAE systems
- Babcock International Group
- Balfour Beatty Rail
- Biomet UK
- Bombardier Transport
- BP
- Cogent
- ConocoPhillips
- Deepwater
- Delphi Diesel Systems
- Doosan Babcock
- E.ON
- EDF Energy Renewables
- Expro Group
- First Great Western
- First ScotRail
- Frazer Nash Consultancy
- GlaxoSmithKline
- GL Noble
- Goodrich Actuation Systems
- HJ Heinz Company
- Howden
- Infrastructure UK
- Lockheed Martin UK
- Lloyd's Register
- Magnox North
- McLaren
- Molson Coors
- M-I-Swaco
- NACCO Materials Handling Limited
- Network Rail
- Npower
- Ove Arup and Partners
- RDS Aberdeen
- Renewable Energy Systems
- Ricardo
- Rolls Royce
- ScottishPower Renewables
- Shell
- Siemens Energy
- Southern Railway
- Stannah Stairlifts
- Tata Steel
- Tate & Lyle
- Transport for London
- Tube Lines
- Wellstream

OTHER SERVICES FROM THE INSTITUTION

CONFERENCES AND EVENTS

www.imeche.org/events

The Institution organises technical conferences, seminars, workshops and social functions for the mechanical engineering community. Designed by engineers for engineers, we welcome both members and non-members at these events.

COMMERCIAL SERVICES

www.imeche.org/services

We offer a range of services for members provided by carefully selected partners. Partner organisations have many years' experience working with professionals and membership associations; they provide a high standard of service and preferential arrangements for the members of the Institution.

Financial advice

Pensions, savings and investments and other financial planning requirements provided by AWD Chase de Vere.

Insurance

Jelf Insurance is the appointed broker for the Institution specialising in professional indemnity, public liability, directors' and officers' insurance and other business and personal insurance products.

Healthcare

Bupa offers members preferential rates on private medical insurance, health assessments and a range of related services.

Telephone answering service

Award-winning virtual telephone answering service provided by Moneypenny.

Legal advice

Members have access to a free legal helpline; a full team of specialist lawyers in all areas of personal and business law and preferential rates on a range of legal services from Purple Legal.

Travel Services

IMechE members are eligible for complimentary membership of WEXAS – The Traveller's Club, giving them access to personal one-on-one advice from well-travelled destination specialists as well as specially negotiated travel offers and member-only exclusive deals.

INFORMATION AND LIBRARY SERVICES

www.imeche.org/knowledge/library

Access the best mechanical engineering library in the world. We offer a free enquiry service, postal loans and article supply. As a member of the Institution you can gain free, unlimited access to the Virtual Library which offers a comprehensive collection of full-text electronic handbooks, journals and databases direct to your desktop.

Enquiry service

Whether you want to find a particular fact or statistic, require the latest articles/press coverage in an area, or need information on a supplier, market or company we can help. The team offers a free enquiry service.

Loans and document supply

Members resident in European Union countries may borrow titles from the library. Loans can be sent out by post. We also offer a document supply service to members and the public.

Model forms: general conditions of contract

The Institution, jointly with the Institution of Engineering and Technology, issues model forms (with forms of tender, agreement and performance bond included) and guides.

VENUE AND ROOM HIRE

www.onebirdcagewalk.com

Located on St James's Park in the heart of Westminster, the Edwardian elegance of the venue offers clients a wonderfully accessible setting for meetings, conferences, corporate and private events.

We can accommodate anything from large scale conferences and dinners to business meetings, off site planning or away days and training sessions. With 17 conference and meeting spaces available at competitive prices, you will find something to meet your requirements whatever type of event you are planning.

All rooms come equipped with industry standard audio-visual technology and our in-house caterers offer excellent service with a range of flexible menu options.

Preferential room hire rates for all members of the Institution

SCHOLARSHIPS AND AWARDS

www.imeche.org/awards

We are committed to developing, inspiring and encouraging engineers at every stage in their career, with practical, financial help. Each year, we support the educational and development needs of students, graduates and members with grants totalling some £550,000.

We have funded the education and professional development of countless members of the Institution, and set them on the road to professional success.

DATES AT A GLANCE

BUSINESS AND MANAGEMENT TRAINING COURSES

	January	February	March	April	May	June
Business skills for graduate engineers						14-15
Professional ethics for mechanical engineers		1				
Innovation and problem solving: Tools and techniques for engineers				24-25		
The role of the engineer in product recall		23				
Negotiation skills for engineers					30-31	
Coaching fundamentals for engineers					17	
Managing smaller engineering projects for engineers		22-23				
Introduction to cost estimating for engineers						21-22
New product introduction for engineers				17-18		
Expert witness - courtroom skills						
Expert witness - excellence in report writing						
Innovation planning for engineers						
The new engineering manager	17-18			18-19		
Successful project management for engineers		21-22			16-17	
An introduction to financial management for engineers					24-25	
Financial appraisal of engineering projects						
Essentials of procurement for engineers					14-15	
The senior engineering manager		8-9				12-13
Technical mentor training for engineers	26			24		
Consultative selling skills for engineers		28-29				
Communication and presentation skills for engineers	24-25				15-16	
Research and development project management for engineers	18-19				29-30	

TECHNICAL TRAINING COURSES FOR ENGINEERS

	January	February	March	April	May	June
Effective maintenance techniques for engineers						
Introduction to fault finding techniques for engineers						28-29
Technical report writing for engineers			20			21
Preparing engineering specifications			21-22			19-20
Commercial risk awareness for engineers						
Contract law and contract drafting for engineers			13-14			26-27
CDM regulations 2007 for engineers						27
Introduction to health and safety for engineers				19		
Electrical principles for engineers						28
LEAN design for engineers				26		
Introduction to systems engineering for engineers					1-2	
Enterprise architecture for engineers						
Understanding and exploiting intellectual property for engineers					3-4	
Environmental management systems for engineers						

PARTNERSHIPS, PROGRAMMES & QUALIFICATIONS

	January	February	March	April	May	June
CMI Diploma in management and leadership		10	16	26		1

TO BOOK A COURSE

WEBSITE: WWW.IMECHE.ORG/TRAINING

EMAIL: TRAINING@IMECHE.ORG TELEPHONE: +44 (0)20 7304 6907

TO BOOK A COURSE

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TELEPHONE: +44 (0)20 7304 6907

**Institution of
Mechanical Engineers**

1 Birdcage Walk
Westminster
London SW1H 9JJ

T +44 (0)20 7304 6907
training@imeche.org
www.imeche.org/training