

ESSENTIAL MANAGEMENT SKILLS 2018

Institution of
**MECHANICAL
ENGINEERS**

SAVE 15%
OFFER ENDS
2 MARCH 2018

Management Group
Conference

18–20 April 2018
University of Warwick, Coventry

Save 15% before 2 March 2018 www.imeche.org/ems

SUPPORTING ORGANISATIONS:



EVENT PARTNERS:



ESSENTIAL MANAGEMENT SKILLS 2018

18–20 April 2018

University of Warwick, Coventry

WHATEVER YOUR CAREER AMBITIONS IN ENGINEERING, THIS THREE-DAY CONFERENCE WILL EQUIP YOU WITH THE ESSENTIAL MANAGEMENT SKILLS REQUIRED FOR SUCCESS WITHIN LINE AND PROJECT MANAGEMENT ROLES.

New for this year, take the opportunity to gain a Level 3 Award in First Line Management, awarded by the Chartered Management Institute (CMI)*. Choose from our variety of training workshops delivered by experienced facilitators. These will develop key skills such as leadership, communication, conflict management, project management, career planning and legal awareness.

Be inspired by engineering leaders from industry, sharing their professional experience and guidance on approaching fundamental management areas. Pose your questions to our experts through plenary sessions and the Question Time Panel. Network with engineering leaders and your peers throughout our networking breaks and our formal dinner. Essential Management Skills 2018 will leave you fully prepared to fulfil your career goals.

ORGANISING COMMITTEE:

Management Group
Institution of Mechanical Engineers

MEMBERS CREDITS:

Jonathan Moffatt, Corporate Audit Executive, **GKN** and Chair,
Essential Management Skills 2018 Organising Committee

Philip Gallagher, Managing Consultant
IPEX

Adam Johnson
Mechanical Design Engineer

Faye Restall, Project Manager
Howden Technology

Stephen Brown, Consultant
REACT Engineering Limited

Stephen Taylor, Engineering Consultant
REACT Engineering Limited

*The CMI Level 3 Award will cost an additional £150 and requires attendance of the following two workshops: **Manager? Leader? – What's the difference?** and **Inspiring leaders - it's not what you do, it's the way that you do it**. A 2,500 word assignment and online learning will also need to be completed in CMI's digital portal within 1 year of attending the conference.

BENEFITS OF ATTENDING:

FOR YOU:

- Gain best practice in engineering management through workshops and plenary speaker sessions
- Support your Chartership application with the Institution of Mechanical Engineers
- Visit the UK premises of a leading engineering firm and see first-hand how they operate
- Learn what underpins effective team performance during our 'Engineering Challenge' event
- Network with leaders in engineering and other aspiring engineering managers

FOR YOUR COMPANY:

- Enhance communication and teamwork throughout your organisation
- Motivate your employees to succeed in their sectors
- Improve staff retention at your organisation through investing in your developing engineers
- Develop your employees confidence when networking with other professionals from your sector
- Mitigate the risk of a skills gap in your organisation by equipping your engineers with the knowledge to succeed in management

NEW FOR 2018:

- Gain a **Level 3 Award in First Line Management**, awarded by the **Chartered Management Institute (CMI)**
- Industrial site visit to **Bombardier Transportation**
- Updated workshop programme covering key aspects of management including **Making Cultural Connections, Stand Out From The Crowd; How To Make Yourself Unique** and **How Do I Lead When I'm Not Their Manager?**
- **GKN** provide insights on developing an intrapreneurship programme for a blue-chip FTSE 100 manufacturing firm

BOOK YOUR PLACE TODAY
WWW.IMECHE.ORG/EMS

**TERMS AND
CONDITIONS
APPLY**

PROGRAMME

All plenary sessions should be attended by all delegates.

Workshops are your chance to tailor EMS 2018 to your needs as a manager. Delegates will be contacted to supply their site visit and workshop preferences.

More information on the workshops and industry site visits can be found online at www.imeche.org/ems

WEDNESDAY 18TH APRIL 2018	
09:00- 15:00	<p>Attendees will have the opportunity to attend one of the following industry site visits:</p> <p>MERCEDES AMG HIGH PERFORMANCE POWERTRAINS, BRIXWORTH, NORTHAMPTONSHIRE Discover the best management processes to improve performance, observe how F1 engines are designed, manufactured and tested, and hear from the Engineering and Programme Directors on future challenges in F1.</p> <p>AWE, ALDERMASTON The visit will include an introduction to the organisation's role and history, networking opportunities with AWE's engineers along with a visit to one of AWE's important facilities.</p> <p>BLADON JETS, COVENTRY Hear about their unique design expertise and manufacturing processes and how they are leading the way in bringing the Bladon 12kW microturbine genset (MTG) to volume production for key growth markets worldwide.</p> <p>BOMBARDIER TRANSPORTATION, DERBY Visit Bombardier's global centre of excellence for rail engineering which is the only facility with full and unequalled capability for design, development, manufacture and service of trains inside the UK.</p> <p>Attendees will be contacted to confirm which of the site visits they would like to attend after booking onto the conference.</p>
15:00	<p>REGISTRATION AND CHECK-IN AT THE UNIVERSITY OF WARWICK Registration will be open from 15:00-17:00. Room keys will be available from the registration desk from 15:00</p>
17:15	<p>CHAIR'S INTRODUCTION Jonathan Moffatt, Corporate Audit Executive, GKN and Chair, Essential Management Skills 2018 Organising Committee</p>
17:30	<p>ENGINEERING CHALLENGE KICK OFF Take part in team-based tasks that test your engineering and collaboration skills</p>
19:15 - 22:00	<p>DINNER AND ACTIVITY</p>

THURSDAY 19TH APRIL 2018	
08:00	<p>BREAKFAST</p>
09:00	<p>PLENARY SESSION 1: PROJECT MANAGEMENT Helen Dorney, Project Management Director, Nuclear, Wood Group plc</p>
10:30	<p>NETWORKING REFRESHMENT BREAK</p>
11:00	<p>WORKSHOP SESSION 1 Attendees will have the opportunity to attend one of the following workshops. Further details of workshop facilitators can be found on the next page. Further details of the workshop content can be found on the website at www.imeche.org/ems. Mandatory CMI workshops are highlighted.</p> <p>MANAGER? LEADER? – WHAT'S THE DIFFERENCE?</p> <p>DEVELOPING YOUR APPROACH TO COMMUNICATION: UNDERSTANDING THE IMPORTANCE OF PERSPECTIVE</p> <p>"PROBLEMS, PROBLEMS.....THE SOLUTION IS OUT THERE"</p> <p>MANAGING PROJECTS IS EASY...ISN'T IT?</p> <p>HOW DO I LEAD WHEN I'M NOT THEIR MANAGER?</p>

For the most up-to-date and detailed programme for the event, please visit:
www.imeche.org/ems

- This programme is subject to change.
- The Institution is not responsible for the views or opinions expressed by individual speakers.

PROGRAMME

	I'M AN ENGINEER, I DON'T NEED TO KNOW THE LAW OR DO I?
	STAND OUT FROM THE CROWD; HOW TO MAKE YOURSELF UNIQUE
12:30	NETWORKING LUNCH
13:30	WORKSHOP SESSION 2 Select one of the following workshops. Mandatory CMI workshops are highlighted.
	MANAGER? LEADER? – WHAT'S THE DIFFERENCE?
	DEVELOPING YOUR APPROACH TO COMMUNICATION: UNDERSTANDING THE IMPORTANCE OF PERSPECTIVE
	GETTING TO WHERE YOU WANT TO BE: SELF HELP FOR 21ST CENTURY ENGINEERS
	"PROBLEMS, PROBLEMS..... THE SOLUTION IS OUT THERE"
	MANAGING PROJECTS IS EASY... ISN'T IT?
	I'M AN ENGINEER, I DON'T NEED TO KNOW THE LAW OR DO I?
	HOW DO I LEAD WHEN I'M NOT THEIR MANAGER?
15:00	NETWORKING REFRESHMENT BREAK
15:30	PLENARY SESSION 2: FINDING THE NEXT MOUNTAIN TO CLIMB: 259 YEARS OF INDUSTRIAL REVOLUTION Pieter Guichelaar, VP Program Management, Commercial & Ventures, GKN Additive
17:00	END OF CONFERENCE DAY TWO
18:00	NETWORKING DRINKS RECEPTION
18:30	QUESTION TIME
	TAKE PART IN A LIVELY DEBATE WITH SOME OF THE MOST EXPERIENCED AND WELL-INFORMED PEOPLE IN INDUSTRY.
19:45	CONFERENCE DINNER

FRIDAY 20TH APRIL 2018	
08:00	BREAKFAST
09:00	ENGINEERING CHALLENGE FINAL
11:00	NETWORKING REFRESHMENT BREAK
11:30	WORKSHOP SESSION 3 Select one of the following workshops. Mandatory CMI workshops are highlighted.
	MAKING CULTURAL CONNECTIONS
	INSPIRING LEADERS - IT'S NOT WHAT YOU DO, IT'S THE WAY THAT YOU DO IT
	DEVELOPING YOUR APPROACH TO COMMUNICATION: UNDERSTANDING THE IMPORTANCE OF PERSPECTIVE
	GETTING TO WHERE YOU WANT TO BE: SELF HELP FOR 21ST CENTURY ENGINEERS
	BARTER WITH THE BEST AND OTHER NEGOTIATION APPROACHES
	GIVING FEEDBACK: HANDLING DIFFICULT CONVERSATIONS
	I'M AN ENGINEER, I DON'T NEED TO KNOW THE LAW OR DO I?
13:00	NETWORKING LUNCH
14:00	WORKSHOP SESSION 4 Select one of the following workshops. Mandatory CMI workshops are highlighted.
	GETTING TO WHERE YOU WANT TO BE: SELF HELP FOR 21ST CENTURY ENGINEERS
	INSPIRING LEADERS - IT'S NOT WHAT YOU DO, IT'S THE WAY THAT YOU DO IT
	BARTER WITH THE BEST AND OTHER NEGOTIATION APPROACHES
	MAKING CULTURAL CONNECTIONS
	GIVING FEEDBACK: HANDLING DIFFICULT CONVERSATIONS
	DISAGREEING WITHOUT A FIGHT: MINIMISING DESTRUCTIVE CONFLICT
15:30	NETWORKING REFRESHMENT BREAK
16:00	PLENARY SESSION 3: THE MOTIVATION TO SUCCEED
17:00	CLOSE OF CONFERENCE

KEYNOTE SPEAKERS

PIETER GUICHELAAR

VP PROGRAM MANAGEMENT, COMMERCIAL & VENTURES, GKN ADDITIVE

Pieter Guichelaar is responsible for GKN 10x, GKN's global innovation accelerator programme. In previous roles within GKN, Pieter has built a multinational industrial services business, served as supply chain manager for a manufacturing plant in Germany and designed and qualified components for the F-35 fighter aircraft.

HELEN DORNEY

PROJECT MANAGEMENT DIRECTOR, NUCLEAR, WOOD GROUP PLC

Helen Dorney is responsible for the performance of Project Controls, Project Management, Construction and Commissioning and ensuring project delivery. Helen provides project management advice and guidance to her team, is responsible for recruitment, retention, training and development of project management capability and ensuring project management processes and procedures are appropriate for the business.

WORKSHOP FACILITATORS

ANDREW BAILEY

MANAGER? LEADER? – WHAT'S THE DIFFERENCE?

and

BARTER WITH THE BEST AND OTHER NEGOTIATION APPROACHES

Andrew Bailey's leadership and management experience has been built over 20 years with a leading FMCG multinational company, working up to Board level, across sales, marketing and human resources.

JOHN HATTAM

INSPIRING LEADERS - IT'S NOT WHAT YOU DO, IT'S THE WAY THAT YOU DO IT

John Hattam spent the first half of his working life in various senior sales, marketing and operational roles working for a number of companies including Sainsbury and Nestlé. Since 2006, he has built a successful consulting business in both the private and public sectors specialising in sales and marketing, new business, product and customer development, and business planning and turnaround.

ANDY WEBBER

DEVELOPING YOUR APPROACH TO COMMUNICATION: UNDERSTANDING THE IMPORTANCE OF PERSPECTIVE

and

DISAGREEING WITHOUT A FIGHT: MINIMISING DESTRUCTIVE CONFLICT

Andy Webber has been running leadership programmes for engineers for 15 years. In that time he has worked in more than 45 countries around the world and has developed both a strong cultural awareness and an understanding of the main challenges facing engineers in leadership roles.

LIZ BENNETT

GETTING TO WHERE YOU WANT TO BE: SELF HELP FOR 21ST CENTURY ENGINEERS

and

STAND OUT FROM THE CROWD; HOW TO MAKE YOURSELF UNIQUE

Liz Bennett is an accomplished Learning and Development and HR professional with a wide range of experience in the consultancy, travel, retail, banking and manufacturing sectors. She has designed and delivered bespoke leadership, personal development and commercial programmes to a broad mix of companies, from SMEs to global multinationals and in both the Public and Private sectors.

EDDIE WINTON

"PROBLEMS, PROBLEMS...THE SOLUTION IS OUT THERE"

and

MAKING CULTURAL CONNECTIONS

Eddie Winton is an accomplished manager having occupied a range of positions over 20 years in a number of large national and international organisations across the Retail, Insurance and Finance sectors. Over the last 12 years he has worked with a variety of organisations ranging from public and private sectors and from small locally based to large internationally recognised companies.

STEVE PEPPERELL

HOW DO I LEAD WHEN I'M NOT THEIR MANAGER?

Steve Pepperell is an experienced Senior Manager and Director with a proven track record of leading, developing and motivating individuals and teams. With a background in blue-chip FMCG, his key strengths are in leadership, negotiation and communication.

STEVE HOLLOWAY

GIVING FEEDBACK: HANDLING DIFFICULT CONVERSATIONS

Steve Holloway is a Chartered Mechanical engineer with over 15 years' experience working in the FMCG sector. Working at a senior level his career has included roles in Engineering, Marketing Innovation and Learning and Development. As an Engineering Project Manager Steve was responsible for managing multi-million pound projects, whilst in Marketing Innovation Steve managed cross-functional and cross cultural teams involved in brand development and launch activities.

STEPHEN ROCKHILL

I'M AN ENGINEER, I DON'T NEED TO KNOW THE LAW OR DO I?

Stephen Rockhill specialises in engineering law, both contentious and non-contentious. He advises on a range of issues including practical ways to avoid disputes, advice on forms of contract and modifications to standard contract forms.

For the most up-to-date and detailed programme for the event, please visit:
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- This programme is subject to change.
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BOOKING FORM

EARLY BIRD ENDS
2 MARCH 2018

ESSENTIAL MANAGEMENT SKILLS
2018
18-20 April 2018
University of Warwick, Coventry
www.imeche.org/ems

REGISTRATION Please complete in capitals.

Family Name	Title (Mr, Mrs, Miss)
First Name	Job Title
Membership No	Institution
Name of Organisation (for name badge)	
Address for correspondence	
Town/City	
Postcode	
Contact Telephone	
Email	
Do you have any special requirements?	

How did you hear about this event? ☐ Direct mail ☐ Website ☐ Colleague ☐ Other

We would like to keep you informed of relevant services that may be of benefit to you. Please tick the boxes below to let us know what you're interested in:

- ☐ Events and training opportunities
☐ News and updates from the Institution
☐ Services and offers from our preferred partners

FEES AND CHARGES Please complete the appropriate box.

Please complete the appropriate box.
Registration fees include 3 lectures, 4 workshops, 1 technical visit, 1 team-building exercise, and the conference dinner, as well as breakfast, lunch, refreshments and dinner each day, accommodation on Day 1 and 2 and a copy of the conference proceedings.
Delegates will be contacted to supply their site visit and workshop preferences.

Delegate Type	Early Bird Rate Until 2 March 2018	Standard Rate
Member, Institution of Mechanical Engineers	£975 + VAT = £1170	£1150 + VAT = £1380
Member of Supporting Organisation	£975 + VAT = £1170	£1150 + VAT = £1380
Non-member	£1350 + VAT = £1620	£1580 + VAT = £1896
Level 3 CMI Award in First Line Management	£150 + VAT = £180	£150 + VAT = £180

PAYMENT DETAILS

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

PLEASE INDICATE METHOD OF PAYMENT:

- ☐ **Cheque** Cheques should be made payable to IMechE and crossed. Please note international delegates may pay only by credit card, BACS or banker's draft. A copy of the draft must accompany this form. It is the delegate's responsibility to pay any bank charges.
- ☐ **Credit Card**
Card type: ☐ 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 | | | |
- ☐ **BACS** BACS bank transfers can be made to:
IMechE Current Account, NatWest Charing Cross Branch.
Sort Code: **60-40-05** Acc No: **00817767**
Swift Code: **NWBKGB2L** IBAN Code: **GB96NWBK60400500817767**
A copy of the draft must accompany this form.

- ☐ **Invoice (UK residents only)** Delegates wishing to be invoiced must provide an order number. If your company does not use order numbers please include a formal request for invoicing on your company's letterhead. A charge of £10 +VAT will be made to cover additional administration costs. Invoices are payable on receipt and no alterations to these terms will be accepted.
- | | |
|--------------------------------|-----|
| Order No | |
| Contact Name | |
| Name and Address for Invoicing | |
| Postcode | |
| Tel | Fax |

FOUR WAYS TO BOOK

- 1 Online:
www.imeche.org/ems
- 2 Email:
eventenquiries@imeche.org
- 3 Phone:
+44 (0)20 7973 1251
- 4 Post completed booking form to:
**Event Registrations
Institution of Mechanical Engineers
1 Birdcage Walk
London SW1H 9JJ**

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

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

SPECIAL REQUIREMENTS
Please inform us of any special requirements, ie dietary or access, on the relevant section of this form.

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

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

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

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

VENUE:
Institution of Mechanical Engineers
One Birdcage Walk, Westminster
London
SW1H 9JJ

ACCOMMODATION:
Rooms will be provided on the University campus for Day 1 and 2.

The Institution of Mechanical Engineers is a registered charity (no 206882)
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