

**Training Workshops – Preparing an application for IMechE Membership  
Course Agenda– Tom Owen**

<b>Day Session</b>	<b>PREPARING AN APPLICATION FOR IMECHE MEMBERSHIP</b>	<b>SPECIFIC LEARNING OUTCOMES / COMPANY BUSINESS OBJECTIVES</b>
<b>Overview</b>	<b>13.30 - 14.00 (registration)</b>	
	<b>14.00 – 14.15 Welcome / Introduction</b>	
	<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>• Registration requirements – overview &amp; reminder</li> <li>• Preparing and application</li> <li>• The application form</li> </ul>	<p><b>Outcome of Session:</b></p> <p><b>The delegate will have an outline understanding of the contents of an IMechE Membership application form</b></p>
<b>Please fill in prior to the session.</b>	<p><b>Personal details, career history and qualifications</b></p> <p>By working with the course trainer the delegate will construct and demonstrate their career history</p>	<p><b>Outcome of Workshop:</b></p> <p><b>The delegate will have completed a the section relating to personal details</b></p>
	<p><b>Competence Statements and Examples</b></p> <p>By working with the course trainer the delegate will gain a broad understanding of the competence statements and their application in the workplace</p>	<p><b>Outcome of Session:</b></p> <p><b>Candidates will have examples of UK SPEC Competence statements and will understand their application in the workplace</b></p>
<b>Session 1 14.15-15.15</b>	<p><b>Personal Competence Statement Competence A</b></p> <p>Delegates will be introduced to the concept of competence development. Working with the course trainer, the delegate will be encouraged to highlight how they use their knowledge in this or past roles.</p>	<p><b>Outcome of Session:</b></p> <p><b>The delegate will have completed the section relating to Competence A</b></p>
<b>Session 2 15.15-16.15</b>	<p><b>Personal Competence Statement Competence B</b></p> <p>Working with the course trainer, the delegate will be encouraged to highlight how they use their knowledge to contribute to the success of their organisation in this, or past roles.</p>	<p><b>Outcome of Session:</b></p> <p><b>The delegate will have completed the section of the application form relating to Competence B</b></p>

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<p><b>Session 3 16.15-17.00</b></p>	<p><b>Personal Competence Statement Competence C</b></p> <p>Working with the course trainer, the delegate will be encouraged to demonstrate their leadership and / or management skills</p>	<p><b>Outcome of Session:</b></p> <p><b>The delegate will have completed the section of the application form relating to Competence C</b></p>
<p><b>Session 4 17.00-17.35</b></p>	<p><b>Personal Competence Statement Competence D</b></p> <p>Working with the course trainer, the delegate will be encouraged to demonstrate how they communicate effectively</p>	<p><b>Outcome of Session:</b></p> <p><b>The delegate will have completed the section of the application form relating to Competence D</b></p>
<p><b>Session 5 17.35-18.05</b></p>	<p><b>Competence E</b></p> <p>Working with the course trainer, the delegate will be encouraged to demonstrate their commitment to the Profession</p>	<p><b>Outcome of Session:</b></p> <p><b>The delegate will have completed the section of the application form relating to Competence E</b></p>
<p><b>Session 6 18.05–18.30</b></p>	<p><b>Development Action Plan and final tidy up</b></p> <p>Working with the course trainer, the delegate will add the requirements for ongoing development and add an organisation chart relevant to their company / department</p>	<p><b>Outcome of Session:</b></p> <p><b>The applicant will have the final sections of the papers closed out and ready for review</b></p>
<p><b>18:30</b></p>	<p><b>Close</b></p>	
	<p><b>Review of Application form and preparation for Professional Review – Dates agreed for follow up</b></p>	<p><b>Outcome of Workshop:</b></p> <p><b>The delegate will submit papers to sponsors for review and sign off</b></p>