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Birmingham Area – Mini Management Seminars February 2011

Rationale

One of the intents of the Birmingham Area was to have some educational events as part of our annual programme. We decided that it would be good to have events featuring different aspects of management skills.

Rather than have a single presenter giving views on different aspects of management, we opted to have five different management topics presented from five different sources.

Obviously there are overlapping considerations when discussing management topics and we considered that our members would benefit from the different approaches.

The Plan

We approached companies who were specialists in management training and they all agreed to give a talk on a different aspect of management. The topics finally chosen were:

- Measuring and managing resource
- How Visual Management and 5S leads to full staff involvement and greater efficiency.
- Change Management and Effective Leadership
- Maximise Your Potential
- Implementing Business Improvement Techniques Using Common Sense

The seminars were spread across the 2009 / 2010 programme year (September to July) and were held at a local hotel on the same weekday and time. Refreshments were provided prior to each seminar.

Late in the planning stage we joined with the local IET branch to improve attendance numbers and share the cost risk.

Costing

All of the presenters offered to run their programme on a free or greatly reduced cost basis. Expenses were offered but these were not always taken. The only other costs were for the hotel room hire and refreshments.

These seminars were chargeable to participants and the following cost structure was established:

Non IMechE / IET members	£30 per session or £112.50 for all 5 sessions
IMechE / IET members	£20 per session or £75 for all 5 sessions

Students £10 per session or £37.50 for all 5 sessions

The 25% discount for full attendance applied only for pre-booked applicants and proved successful as we had many people book all sessions.

Committee members were charged student rates.

Based on this costing and more than expected reduced costs from the speakers we achieved a total surplus of around £350.

Attendance

We had a total of 41 people apply for the various seminars. Numbers booked for each seminar ranged from 20 to 37. Actual attendances ranged from 18 to 30 (despite the fact that all places had been pre-booked and paid for).

General

For each seminar we had a feedback form which we asked to be completed on the evening (appendix a). A high response rate was achieved and the feedback was generally very good.

This feedback information was summarised (appendix b) and a copy of this was given to the speakers for their reference also.

These seminars counted for CPD points and several attendees requested CPD certificates which we issued.

John Butler
Birmingham Area

Seminar Questionnaire

Maximise Your Potential
2010

Date: 17th March

The content of this seminar is intended to add value to your knowledge. Your feedback contribution is useful so that we know whether or not we have planned our programme appropriately. This will help us to plan our future events to suit our members.

We appreciate that your time is valuable and thank you for your attendance and for completing the survey:

1 What was your main objective in attending?
.....

2 Was this achieved? Yes No because
.....

3 Please indicate how you would rate the added value of:

a) Handouts provided excellent very good good average poor

b) Seminar content excellent very good good average poor

c) Q & A excellent very good good average poor

4 Would you recommend this seminar to colleagues? Yes No
because:
.....

5. Any comments or suggestions about the overall seminar and presentation?
.....

6. Venue & facilities
.....

IMechE / IET Mini Seminar Feedback Review

17th March 2010

Maximise Your Potential

Number Attending:

IMechE members	22	(Inc 2 joint membership)
IET members	6	(Inc 2 joint membership)
Other	0	
Total	26	

Number of feedback forms received 21.

Where a score total is less than 100% some responses were left blank.

1. What was your main objective in attending?

There were several different comments but in essence the main objectives were to gain more knowledge, improve job prospects, re-motivation, managing / planning my career, optimise skill set and to have CPD (continued professional development).

2. Was this achieved?

Yes	95%
No	0%

Additional comments:

"Unsure – not quite structured enough"

"12 step plan very logical – straight forward and can be easily implemented."

"Clear development plan / suggestions."

"Very inspirational"

"Requires a bit of practice"

"Increased my confidence in what I am already doing and gave me inspiration for other ideas."

"Gave a good platform to start from"

"Excellent content delivered in an easy to understand style."

"Some good tips – also matches with CEng action plan."

"Provided the opportunity to reflect on what to do."

3. Please indicate how you would rate the added value of:

	Handouts Provided	Seminar Content	Q&A Session
Excellent	33%	52%	24%
Very Good	33%	33%	57%
Good	5%	10%	14%
Average	0%	5%	5%
Poor	0%	0%	0%

The reduced number of scores on the handouts could be that they were distributed as people left and did not record a score.

4. Would you recommend this seminar to a colleague?

Yes	95%
No	0%

Additional comments:

- "Absolutely – remarkably re-energising if anything."
- "It would help them identify opportunities for development."
- "Time away from work environments to consider / reflect."
- "Something everybody should understand."
- "It focuses you on how important it is to look after your own career."
- "Gave good insights and made you reflect on what needs to be done."
- "Thought provoking, take time to plan / act now to make a difference to your life."

5. Any comments or suggestions about the overall seminar and presentation?

- "With projector would make the talk more impressive"
- "Presentation pace a bit slow – content of presentation was superb, exactly what I needed."
- "Very powerful content – simple practical steps which could yield big benefits."
- "More publicity about the course, maybe some powerpoint slides – but still quite adequate."
- "A bit more audience participation."
- "Slow to start but definitely worth the wait."
- "Very good."
- "Good content – a lot of information – perhaps a 10 minute break needed in the middle."
- "Excellent – very open and flexible."
- "Good."
- "Well presented – good pace – good interaction."

6. Venue & facilities

Generally good to excellent.

The seating arrangement was considered better than in previous seminars (where tables were used) by over 60% of attendees.

One comment on noisy aircon.

One comment on poor food quality.