Fulfil your career potential
theiet.org/pd-courses
Welcome to the IET's professional development training courses brochure

Our training courses focus on the non-technical aspects of your work. Whether you want to enhance your management skills, learn how to write compelling technical reports or understand the financial aspects of decision making, we have just the course for you.

At the IET we’re committed to helping you fulfil your career potential. Our innovative, continually growing range of courses are designed with you in mind and aim to help you and your company be the best you can be.

Of course, we welcome your suggestions – if there’s a topic you’re interested in that we haven’t covered please get in touch by emailing us at pdcourses@theiet.org

UK-SPEC competences

Courses in this brochure are aligned to the Engineering Council’s UK-SPEC competency framework and may contribute towards your competence development and help you become professionally registered. Beside each course you will see which competence it is aligned to.

If you have any questions, please contact the team on +44 (0)1438 767337 who will be happy to help.

We look forward to welcoming you to one of our courses soon.

Book early for the best rates

We offer an early bird rate on many of our public courses for bookings received two months prior to the course date.

How to book

Once you’ve selected your course, secure your place by booking online at theiet.org/pd-courses or calling us on +44 (0)1438 765657

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It's time to step up your CPD
As part of the IET's CPD policy, all professionally active TMIET, MIET and FIET members are eligible to be selected to have their previous year's CPD record reviewed. To begin recording your CPD, log on to Career Manager

theiet.org/cpd
theiet.org/career-manager
Continuing Professional Development (CPD)

CPD is with you throughout your career, helping you develop your professional expertise and keep up-to-date with current practice.

Making CPD part of your daily routine will help you:
- achieve your goals
- keep up with changing technology
- get recognition
- develop leadership skills and influence others
- provide evidence of competence
- stay in the job market
- demonstrate commitment to your profession.

Undertaking and recording CPD is written into the IET’s Rules of Conduct.

Professionally registered members (CEng, IEng, EngTech or ICTTech) must also follow the Engineering Council’s CPD Code.

For more information visit our website theiet.org/cpd to access the IET’s CPD Policy and CPD Guide which provides easy to follow steps to planning, carrying out, recording and reviewing your CPD.

Career Manager

Our online professional development recording tool enables you to plan and record your CPD activities as you go. It’s a straightforward process making it easy for you to record your knowledge and skills.

Every course in this brochure has an estimated indicator of CPD hours to make it even easier.

As well as recording your CPD, Career Manager allows you to:
- set goals and plan how to achieve them
- build an impressive master CV
- identify specific areas of development for improvement
- export and share your development reports
- prepare and apply to become professionally registered.

theiet.org/career-manager
How to book

Public courses
Our courses run throughout the year in venues around the UK including London, Birmingham, Bristol, Manchester, Nottingham and Edinburgh.

To find a course, you can visit our website and register your place online. Or you can email us directly. Email pdcourses@theiet.org specifying the particular course you’re interested in and our team can advise on the dates and locations available.

In-company training
Let our experts come to you

Most of our training courses can be delivered at your company premises at a time and date suitable to you and your employees. Look out for the in-company symbol 🏢.

The benefits of choosing in-company training:
- Cost effective prices providing value for money
- Save on delegate time, travel and accommodation
- Multiple members of staff trained at the same time in familiar surroundings
- Our expert trainers can adapt the course to your professional needs.

Our trainers will ensure everyone gets the most out of their training, ensuring everyone’s learning objectives are met.

Availability and prices
When you have chosen your in-company course or courses, email or call us with your specific needs. We will provide you with a quote and discuss availability for your chosen dates.

theiet.org/company-training

Contact the courses team to organise an in-company training course by emailing
lsbookings@theiet.org

or calling
+44 (0)1438 765616

The IET is committed to supporting organisations through CPD and each course counts towards your employees’ Continuing Professional Development.
Online learning
A world of knowledge at your fingertips

Online e-classes and webinars to help you improve your soft skills and reach your full potential. Look out for the e-class symbol 📚.

In a fast-paced, global workplace, not everyone can attend face-to-face training sessions, which is why we’ve developed live training webinars and e-classes to make our introductory courses completely accessible.

Our e-classes and webinars last no longer than two hours, to fit in with your daily life. You can log on to these training sessions from anywhere in the world with an internet connection. Access from your office PC, or at home.

And don’t forget, by attending one of our courses you’re working on your professional skills – so you can add it to your CPD record.

If you are interested in scheduling an online session for a specific group, or as an in-company course at a time and date that is convenient for you, please contact pdcourses@theiet.org for a quotation.
Professional Registration

Demonstrate your commitment to being a professional engineer or technician

Whether you're looking to enhance your own status by developing your competences to become professionally registered or passing on your experience as a mentor, we have a course that will suit your needs.
Mentor Training

Within the workplace, the use of mentoring has become widespread and mentors are now regarded as one of the most important sources of support and advice. Whether you are new to mentoring or an experienced mentor hoping to refresh your skills and learn some new tips, this course will help develop your ability and confidence in effectively mentoring others.

Our full day course covers the two main topics; the key skills of mentoring and mentoring towards Professional Registration.

The key skills of mentoring

This session is suitable for anyone wanting to learn more about the key skills of mentoring and specific ways in which you can support someone working towards professional registration.

Using practical exercises and discussions based on real experiences, you will learn how to identify your mentees’ needs and support them effectively in achieving their goals. We will also help you to ask crafted questions to help your mentee explore their own thoughts and opinions.

By attending this course you will learn how to:
- use different techniques to establish a constructive relationship with your mentee
- ask open questions and listen effectively to understand your mentees’ needs
- structure your mentoring to help someone achieve their goals
- conclude your mentoring relationship in a positive way.

Mentoring towards Professional Registration

A companion of the key skills course, this three and a half hour session is designed for mentors assisting an individual to achieve professional registration status with the IET.

The course explores the different professional registration categories the IET is licensed to award by the Engineering Council. By using case studies of real life applications, delegates will be given the opportunity to assess the case studies against the IET’s internal processes for professional registration applications.

By attending this course you will learn how to:
- identify the different professional registration categories
- review the IET’s internal process for professional registration
- assess the developing competency statements and level the evidence shown against the criteria in preparation for your mentees’ development towards professional registration
- analyse the written evidence in the case studies to assess if the candidate is ready.

This course has been aligned with competence(s): C

7 CPD hours
1 DAY

In-company mentor training

Our mentor training course can be delivered in a range of formats to suit the needs of the individuals and business.

- 1 day face to face all inclusive
- ½ day face to face covering the key skills of mentoring
- ½ day face to face covering mentoring towards Professional Registration
- 1 hour e-class covering the key skills of mentoring
- 1.5 hour e-class covering mentoring towards Professional Registration
Ethics for engineers

What do you do when a duty of confidentiality appears to conflict with the public interest? How do you know when you have a personal conflict of interest, and how should you manage this?

What are your responsibilities regarding the end products of your work, and the impact these can have on public wellbeing and the environment? How can you avoid being involved in deceiving or misleading the public?

These are just some of the very difficult ethical questions which confront engineers and technicians every day.

Our highly interactive, practical one-day course has been designed to help you explore how engineering ethics impact on your working life. Through facilitated discussion of issues and cases, you will practise identifying and dealing with ethical issues as they arise.

This course is suitable for engineers and technicians at any stage in their career, looking to gain the knowledge and expertise to engage with ethical issues in the workplace. It may be of particular interest to those who are considering applying to become a Chartered Engineer and want to develop their professional judgment and ability to take on increased responsibility with confidence.

By attending this course you will learn how to:
- tackle difficult workplace situations with confidence
- identify and apply professional codes of practice
- recognise and meet your responsibilities to your company, clients, colleagues, government agencies, the public and the environment
- develop critical thinking and reasoning skills.

This course has been aligned with competence(s): E

Preparing for Professional Registration

Professional registration recognises your skills and experience and demonstrates your commitment to professionalism.

The course will take you through the requirements of UK-SPEC (UK Standard for Professional Engineering Competence), the Information and Communications Technology Technician (ICTTech) Standard and the process of preparing and submitting an application. You will learn how to plan, record and review your professional development as you progress towards registration, including how to assess your skill level against the relevant framework and how those supporting you can help along the way.

You will also have the opportunity to meet 1:1 with a Professional Registration Advisor (PRA) during the course to review your career history and identify and skill and experience gaps.

By attending this course you will learn how to:
- use competences to aid your professional development
- assess your skill level against the UK-SPEC framework and map your employer’s competence statements to UK-SPEC
- collect appropriate evidence to demonstrate your competence
- get started and develop a relationship with a mentor
- make the most of your support network
- access tools and support available from the IET
- prepare and submit your application online.

This course has been aligned with competence(s): C
Writing evidence for Professional Registration

This three and a half hour course is designed to support individuals who are ready to write their application for professional registration or those who are coaching a candidate on their written evidence to become professionally registered through the IET.

By working with the competency framework set out and maintained by the Engineering Council UK-SPEC, the course will take you through writing evidence from scratch to capture essential information that demonstrates the essential qualities and behaviours to showcase a candidate’s competence. Working with an example of detailed evidence, you will be able to extract the essential information needed for professional registration to ensure evidence is clear, concise and declassified.

Topics covered:
- Competency frameworks
- Writing evidence to support a competence
- What is the right amount of evidence?
- Declassifying evidence for Professional Registration.

By attending this course you will learn how to:
- present at least 5 ways to keep written evidence clear, concise and action oriented
- modify a piece of written evidence to showcase best practice for the Professional Registration Application form, with reference to your workbooks.

This course has been aligned with competence(s): C

3.5 CPD hours

Brilliant course, will definitely help me to submit my application.
Business skills

Take your skills to the next level

Skills such as technical report writing, problem-solving and commercial awareness are critical contributors to a company’s success.

Sometimes professional engineers or technicians are just expected to know instinctively how to manage or communicate effectively, often without ever having been shown how to do it.

Whether you are a manager looking to improve your skills, or an individual looking for new techniques that could help you make your next career step, we have a course that could help you.
Commercial awareness for technical people

The aim of this one day course is to expose the commercial context within which technical work is carried out.

It is to allow technical staff to understand how they fit into a larger picture, why they may be asked to undertake tasks that may not appear to be technical and the impact their interactions have within the commercial context.

The scope of the programme includes:
- stakeholders and their various needs
- the need for sales
- estimating
- change control and risk
- the value of intellectual property.

By attending this course you will learn how to:
- understand why technical roles are broader than we might assume
- appreciate the importance of, and the need to support, sales
- value the idea of ‘Good Enough’
- recognise what can affect profitability
- realise the future needs protecting.

This course has been aligned with competence(s): B, C

Introduction to contract law

Understanding and limiting commercial risk is paramount to any business. Contracts must clearly set out the responsibilities and obligations of each party to the agreement, to provide a measure of protection should things not go to plan.

Getting it wrong can have far-reaching consequences for the profitability of your business. Examining the key concepts within this complex field of law, the course will look at the cases and judgements that form the basis of current contract law.

This introduction will prove invaluable for anyone involved in creating business contracts, from engineers and project managers making their own procurement decisions to professional purchasing and contracts staff.

By attending this course you will learn how to:
- write and negotiate contract arrangements that provide sufficient protection to your company
- identify the critical elements required to create a legally binding contract
- understand why terms are couched in the way they are, including the origin of common contract clauses
- recognise situations which may lead to early contract termination, such as frustration, repudiation and rescission.

This course has been aligned with competence(s): C, E

Course provided a well rounded introduction/awareness into contract law, which is what I was looking for.
Technical report writing

Is technical report writing a part of your role? Are you looking to improve your report writing skills? This course is designed to equip you with the skills required to write effectively for your colleagues, customers and clients.

Engineers are not necessarily experts at report writing and as a result are not as effective as they could be. This course provides the opportunity to analyse your own work in terms of writing style and grammar, revision of the document and checking before it is issued. Summaries are increasingly important. They make an initial impact, particularly on senior management, and may often be used by readers who will never need the full report.

The course discusses summary writing and how to put ideas into practice. While the course focuses primarily on report writing, delegates often ask for advice about other forms of technical documentation including correspondence and emails, specifications and procedures.

The tutor is happy to discuss these either within the group or on an individual basis.

This course is suitable for anyone who spends a considerable amount of their working time reading or writing reports, including senior staff and those wanting to refresh their writing skills.

By attending this course you will learn how to:
- identify the readership and report objectives
- write clearly and unambiguously
- structure the report to achieve maximum impact
- check reports thoroughly
- present your report effectively.

This course has been aligned with competence(s): B, D

1 DAY CPD
2 DAYS CPD

13 Professional development courses

Specification writing

Writing an effective specification is key to a successful project delivery. If the specification is not fit for purpose, the project will consequently fail to meet expectation with possible significant commercial consequences.

An effective specification pitched correctly will ensure a successful project outcome.

This course is aimed at anyone who has not written a specification before, or has and wants to improve their specification writing skills. It covers the end to end process stages (planning, compiling and editorial aspects) with practical tips on the best methodologies to apply.

The objective of the course therefore is to provide the basic tools to writing an effective specification.

By attending this course you will learn how to:
- approach the task of drafting in a systematic manner, taking into account the key steps to specification writing and the type of specification required (e.g. general or technical)
- identify the appropriate structure for the specification, in order to communicate the requirements effectively and efficiently (e.g. what method to apply to best describe the specification content and take into account the differing needs of the owner and recipient)
- apply the specification language in a precise and clear manner to prevent misinterpretation through vague and ambiguous text
- apply effective methods of specification amendment review and issue control.

This course has been aligned with competence(s): B, D

1 DAY CPD
7 CPD hours
Introduction to bidding and tendering

This course is designed principally to provide delegates with an approach to identify genuine opportunities, highlight discriminators through win themes and value propositions and to structure and develop bid activities within a business unit, ensuring resource is used appropriately and efficiently.

The individual is challenged to focus upon each specific opportunity to improve the win rate.

The course is aimed at:
- business development staff
- engineering, project and other staff involved in the development and writing of bids and tenders
- managers involved in the development of company strategy and goals.

By attending this course you will learn how to:
- appreciate the key issues to be considered and evaluated at each stage of the bidding and tendering process
- have a better understanding of the relevance of these key issues and how they can be practically managed
- have a better understanding of the importance of singling out winning opportunities
- identify and develop a consistent and coherent approach to proposal writing
- have an understanding of the terminology, technical and procedural issues pertaining to the initial stages of an acquisition programme
- be more commercially aware and able to target their resource where it may have the best outcome.

Introduction to TRIZ

TRIZ (the theory of inventive problem solving) was created by engineers for engineers. The TRIZ process offers a rigorous and systematic approach to understanding any problem and uncovering the most effective route to practical solutions.

Learning this proven process will help you solve problems, generate new ideas and develop systems quickly, cheaply and inventively.

Based on concepts distilled from the analysis of past engineering successes, TRIZ can be applied to both technical and management problems in order to generate workable solutions.

This course is suitable for engineers at any level, research and development personnel, and technical, process, business, training and engineering managers.

By attending this course you will learn how to:
- become systematically creative, enabling you to work harder, smarter and faster
- use your own knowledge and experience effectively
- understand problems more clearly and see fast routes to solving them
- identify and solve contradictions to find powerful solutions to your problems
- apply 40 Inventive Principles to find ingenious and robust solutions
- use the TRIZ Trends of Technical Evolution to perfect products and predict technological advances and use existing resources to come up with clever solutions to problems.
Business skills

Influencing and persuading with impact

Effectively influencing and persuading others can sometimes be tricky. Knowing how to deal with certain people in certain situations is crucial.

This course will provide you with the practical tools and techniques to get others to say ‘yes’ more often, to buy in to your ideas and to give you commitment - an essential skill for anyone in business.

You will learn how to win people over, maintain trust and make a positive impact when persuading. Boost your confidence in getting buy-in to ideas (and persuading upwards).

By attending this course you will learn how to:
- acquire practical techniques and strategies for influencing with impact
- be able to get the information you need to influence others, through questioning and listening
- increase your awareness of your own behavioural style and how to adapt to others
- be more aware of the impact your persuasion style has and be able to vary it as needed
- know how to influence strong characters or those in positions of authority.

This course has been aligned with competence(s): C, D

7 CPD hours

1 DAY

An introduction to standards

All an engineer needs to know about ISO 9001, ISO 14001 and ISO 45001.

This course will give an overview of the structure of three essential standards that every engineer should know; which are Quality, Environmental and Health and Safety. We also discuss how they can be implemented and the route to successful certification.

Organisations wishing to operate effective Quality, Environmental and Health and Safety Management Systems will be guided through the following standards:

Each of these standards provides guidance for effective implementation and a platform against which organisational competence in that field can be determined through formal certification.

By attending this course you will learn how to:
- understand the structure of each standard and be able to explain in outline the coverage of the standards
- understand the benefits to be gained from implementing each standard and how they can be used to drive improvement in an organisation
- be able to identify the framework of processes and procedures and apply the ‘Plan-Do-Check Act Cycle’
- be able to act competently in response to questions about certification and the content of standards
- be able to relate effectively with external certification bodies in respect of the three standards
- be capable of constructing an outline plan for implementation of the standards in their own organisation.

This course has been aligned with competence(s): E

7 CPD hours

1 DAY
Introduction to negotiation

This is an introductory course which could benefit anyone new to negotiation, finds negotiation daunting, or is required to negotiate in their day-to-day role.

Negotiation is a skill used for both business purposes, such as with clients, stakeholders and suppliers, as well as in our personal lives, such as when buying a house or a car.

Negotiation is often seen as a means to benefit ourselves rather than both parties, and is therefore open to misuse. This practical course explores, and allows you to practice, negotiation with a view to ensure a fair and mutual outcome for both parties.

By attending this course you will learn how to:
- accurately describe the difference between negotiation and selling, using the activity provided
- explain the importance of adapting your behaviours during negotiation, using the information provided
- demonstrate how to plan and prepare for negotiations during the activity
- identify at least 3 key things to consider when negotiating.

This course has been aligned with competence(s): D

Compelling communication

Do you need to communicate more effectively in your day to day job?

Dealing with difficult people or situations can be challenging. Being able to see how others may perceive you can enhance your impact in these situations.

This two-day course will give you an overview of what great communication looks like - and the impact of getting it wrong. The programme focuses on different communication styles, how to build a rapport with others, and how to be more in charge of the communication dynamic.

By attending this course you will learn how to:
- appreciate what great communicators do
- understand how messages are communicated
- see the world through a different set of eyes
- discover how assertive you are
- practise active listening
- use Transactional Analysis in communication
- apply the DESC technique (describe-express-specify-consequences).
- give and receive feedback
- summarise and paraphrase to ensure understanding
- solve problems – at different levels of involvement.

This course has been aligned with competence(s): D
Learn a new approach to systems engineering

Our courses have been designed to introduce you to the key concepts of systems engineering and modelling and ensure you are up to date with industry standard practices and processes.

Whether you are directly involved in the management or design of engineering systems or would benefit from a working knowledge of this area, our courses provide practical, tangible skills that can be used day to day.
A model-based approach to systems engineering (MBSE)

This course covers all major aspects of MBSE including concepts, modelling, frameworks and a team-based exercise.

The fundamental question of 'Why MBSE?' will be addressed by considering benefits, pitfalls and, crucially, how to implement MBSE into your organisation by considering people, process and tools.

All delegates receive a full set of notes, summary sheets and a copy of the book 'SysML for Systems Engineering: A Model-Based Approach' by Jon Holt and Simon Perry, published by the IET.

By attending this course you will learn how to:
- achieve improved systems engineering through use of MBSE
- achieve improved communication, enhanced understanding and how to minimise complexity through use of modelling
- demonstrate the benefits of MBSE to stakeholders within the business
- implement MBSE into a business.

This course has been aligned with competence(s): A, B

21 CPD hours 3 DAYS

Mastering requirements using MBSE

There is more to understanding requirements than writing nice descriptions. This course is aimed at requirements practitioners and covers requirements management, requirements engineering, model-based requirements analysis and how to implement an effective approach in your business.

The course provides an introduction to the world of requirements and, in particular, shows how modelling can help with the capture, analysis, validation and specification of requirements.

The course comprises a mixture of teaching and hands-on exercises. The taught content covers the background, theory and best practices of requirement engineering and management, along with more pragmatic issues such as implementing a requirement strategy in a real organisation.

By attending this course you will learn how to:
- understand the importance of Requirements Engineering
- understand the essential requirements terminology and concepts
- implement a Requirements Strategy.

This course has been aligned with competence(s): A, B

14 CPD hours 2 DAYS

Very interesting three days. Lots to take on board, but put across in a way that helped me understand the subject.
Success in engineering and technology means there can be no room for error. There are different interdisciplinary approaches to account for and often multiple desired outcomes when running a large project. This is why using an established and systematic approach to managing projects is essential.

We offer courses that take you through key project management skills including the process-based approach, PRINCE2® (Projects in Controlled Environments). This method provides an easily tailored and scalable project management methodology for the effective management of all types of projects. It provides common processes and a unified language, helping to ensure projects and programmes are delivered on time and to budget.

Our PRINCE2® project management course is delivered by our partners Novare Consulting who are an Accredited Training Organisation (ATO). PRINCE2® is a registered trademark of the AXELOS Limited.
Project management techniques

The aim of this course is to provide project managers with a toolkit they can use on their projects. The tools range from the simple that can be used on all projects to the advanced that can be used where appropriate. The scope of the programme includes tools and techniques for:
- stakeholder management
- requirements management
- scope management
- estimating
- scheduling
- people management
- monitoring and control.

By attending this course you will learn how to:
- identify and engage with stakeholders
- examine tools for requirements gathering and scope management
- produce better estimates using a range of techniques
- develop more reliable schedules
- effectively manage delivery.

This course has been aligned with competence(s): C

PRINCE2® Foundation

The three-day course is your first step towards becoming PRINCE2® qualified.

It will give you an introduction to the principles of PRINCE2®, help you learn how to use PRINCE2® to manage a project, how to handle risk and quality and how to control change on a project.

The course is designed to equip you to pass the PRINCE2® foundation exam by comprising a mixture of input sessions and examination based practical work. During the course you will take a series of mock examinations and gain feedback on your progress. At the end of the third day you will sit the PRINCE2® foundation exam.

Delegates should expect to undertake about two hours of revision work and exercises in the evenings.

PRINCE2® Foundation Exam
- one hour, closed book exam set by the APMG
- 75 multiple choice questions
- 50% pass mark (35 correct answers out of the 75 questions)
- the exam papers are marked the same day by the trainer
- unsuccessful delegates will be able to re-sit the exam on the same day.

This course has been aligned with competence(s): B, C

PRINCE2® Combined

In addition to offering the PRINCE2® foundation qualification individually, there is the option to complete an intense five-day training course which combines both foundation & practitioner qualifications.

The first three days will be focused on the PRINCE2® foundation qualification and the exam will be taken on the afternoon of day three. You must pass the foundation exam in order to progress to the practitioner level. The final two days of the course are focused on the PRINCE2® practitioner qualification and the exam will be taken on the afternoon of the fifth day.

Delegates should expect to undertake about two hours of revision work and exercises in the evenings.

PRINCE2® Practitioner Exam
- 2.5 hour exam, set by the APMG
- candidates may refer to their annotated copy of the official PRINCE2 manual
- 80 Objective Testing multiple choice questions
- 55% pass mark (44 correct answers out of 80 questions)
- results are normally sent to delegates 5-6 weeks after the exam.

This course has been aligned with competence(s): B, C
A variety of skills can have an impact on the effectiveness of management and leadership, therefore there are always ways to improve.

You could just be starting out in management or you may decide to refresh and update your knowledge in a certain area of management. This may also be useful to you if you’ve moved from one area of management to another.
Starting out in management

This course will introduce you to management techniques for building good working relationships and getting the best performance from your team.

Equipped with these techniques, you will return to the workplace more confident in your approach.

This course is aimed at anyone who is new to, or is looking to be promoted to, a managerial role. This course would also be good for existing managers, wanting to refresh their skills.

Throughout the programme, exercises and practical activities will help you to familiarise yourself with different management techniques.

By attending this course you will learn how to:
- identify management styles
- identify individuals’ behaviours within a team and adapt your management style to suit them
- improve the dynamics of a team
- successfully lead and manage teams
- delegate and motivate individuals.

Finance and accounting

The aim of this course is to help you gain a deeper understanding of the financial aspects of decision making.

It is a great opportunity to practice combining your technical skills and commercial judgment.

This course will provide you with a firm grounding in the principles of accounting, and an appreciation of the practical application of accountancy to help develop your financial management skills.

The course is aimed at engineers and technicians at all stages of their career who anticipate that an introduction to finance will benefit them.

By attending this course you will learn how to:
- understand the qualifications and roles that different accountants perform
- simplify the complex and jargon-laden world of finance
- consider sources and applications of funds in a business
- understand and prepare a profit-and-loss account, balance sheet, cash-flow statement and how to build a budget and understand budgeting terms
- interpret financial statements through ratio analysis
- make decisions based on management accounting information.

Very useful content, formalising concepts to increase my awareness. Very well presented.
Our Lifeskills workshops are designed to provide a brief introduction to key topics, relevant to any professional looking to enhance their skill set.

Our generic Lifeskills workshops focus on key soft skills, complementing the more technically focused courses offered by the IET.

These courses are two to three hours long and can be tailored to your specific requirements.

These workshops are normally delivered as free training events organised by IET Local Networks but may also be delivered on request as in-company training.

If you would like any of these workshops to be delivered in-company then please contact us for a quote by emailing lsbookings@theiet.org or calling +44(0)1438 765616.
Professional Communication

The art of being assertive
Many of us find it difficult to say no. This often results in us being weighed down with extra work and ultimately feeling under pressure and undervalued. This workshop aims to provide you with the skills to be assertive, to ensure that your opinions are counted and that you can take control of your work/life balance.

Competence: D

Back to basics with presenting
Presentations are the best way of communicating ideas and information to a group, as they allow immediate interaction between all the participants. However, they can be one of the most daunting tasks we undertake. This workshop gives an overview of the key steps needed in order to conduct an effective professional presentation.

Competence: D

Communicating for success
Being able to communicate effectively with those around us is vital to our success. However, at times, we can all find this challenging, causing certain key relationships to break down. This workshop looks at the different ways that we can communicate with people to ensure productive, harmonious and trusting working relationships.

Competence: D

Planning to run effective meetings
Sometimes we attend meetings and find ourselves wondering why we are there or why it has taken nearly one hour to go over one point. Planning and running an effective meeting does require a certain set of skills and techniques which will be discussed during this workshop.

Competence: D

CPD and Coaching

Continuing Professional Development (CPD)
Continuing Professional Development (CPD) is something that all IET members should be doing. Whether you are a graduate, professionally registered or retired, CPD is important to us all. This workshop aims to highlight the benefits of CPD to you, and show you how to go about using our online recording tool Career Manager.

Competence: E

Want to become professionally registered?
This workshop is designed to take you through the professional registration process within the IET. It will also focus on evidence collection and the steps of gathering and presenting evidence.

Competence: E

Starting out in coaching
Coaching is undoubtedly the quickest and most cost-effective method of developing staff members. Not to be confused with mentoring, coaching provides short-term one-to-one development opportunities for individuals to excel in their current role. This workshop aims to give you an introduction to becoming a coach in the workplace.

Competence: C

Workplace Interactions

Managing change
This introductory workshop to the management of change looks at the impact change can have on individuals, why change sometimes fails in organisations, and what steps are required in order to successfully manage and implement change.

Competence: C, D
Effective negotiation

Negotiation is not only used for business purposes; it is something we do all the time. For example, we use it in our social lives perhaps when agreeing a time to meet. Sometimes negotiation is seen as a means to benefit ourselves rather than both parties and is therefore open to misuse. This workshop looks at the process of successful negotiation and how to achieve a win/win situation.

Competence: C, D

Dealing with conflict

There will be certain times that we have to deal with difficult situations or people, which may result in conflict in the workplace. Dealing with these situations can be tricky and also quite stressful. This workshop aims to provide you with the skills to be able to handle conflict in a calm and assertive manner.

Competence: D

Career and Networking

Making an impact with your CV

Getting your CV noticed amongst hundreds of other applicants is vital to your success in being selected for interview. So how do you make your CV more appealing than the others? This practical workshop provides hints and tips on how to make your CV stand out from the crowd. Do bring along your current CV for appraisal with peer review.

Competence: E

Networking for success

Networking is crucial for both our personal and professional development and in today's climate; it is more relevant than ever. This workshop aims to provide you with the tools to develop a strong support network to assist you in your development.

Competence: D

Take control of your career

There is no denying that the current job market is a tough place to be. There are significantly more people looking for jobs, meaning that the competition to get to interview stage is fierce. This workshop aims to give you key skills to enable you to take control of your career, stand out from the crowd and make that employer want you!

Competence: E

Managing and Leading

Introduction to management

Finding the style of management that suits you and your team can be challenging. This workshop will give you the tools that enhance your current management and leadership qualities.

Competence: C

Leading and developing successful teams

Managing a team of people can be a difficult task. You may have many different personalities who place different constraints on your time and sometimes this may cause conflict. Getting your team to work together to perform requires a manager who is adaptable in their approach and in how they motivate their staff. This interactive workshop aims to provide basic hints and tips to address some of these key issues, using Bruce Tuckman's Forming, Storming, Norming, Performing model.

Competence: C

Fundamentals of project management

Undertaking a project in the workplace for the first time can be somewhat daunting, leaving you wondering where to start. This introductory workshop examines three fundamental elements of successful project management - planning, organising and control and gives hints and tips on how to get your project started.

Competence: C