

The IMA (Interim Management Association)
Interim Management Workshop

Spearhead Training
Islington
July 30, 2002

Mr. Roger Thijs
Euro-Support Inc.
A. Segerslei, 151
B 2640 Mortsel
BELGIUM

8 July, 2002

Dear Mr. Thijs

INTERIM MANAGEMENT PROGRAMME

I have pleasure in confirming that a place has been reserved for you on the above course to be held on the 30 July 2002.

The venue is the BUSINESS DESIGN CENTRE, Islington and details of this are printed on the reverse of your delegate course information pack. Coffee/reception will be at 9.45 am on Tuesday the 30 July 2002 and the course will close at 5.30 pm. Morning coffees, lunch and afternoon tea are included in the fee as are folders and writing materials.

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INTERIM MANAGEMENT WORKSHOP

PROGRAMME TIMINGS

- 09.45 Coffee and Reception
- 10.00 **Session 1: The Interim Management Market**
- Workshop Introduction
The Interim Management Association
The Market for Interim Managers
What is an Interim Manager?
- Assignment examples
Consultancy and Interim Management
The Market
- How it operates
Client Needs
About the Institute of Interim Management
Interim Values
- Codes of practice
- Professional standards
Interim Management Association Requirements
Forum Discussion
- 11.15 Morning Coffee
- 11.30 **Session 2: From Employee to Interim Manager**
- Setting Yourself Up as an Interim Manager
Essential Competencies
Personal Challenges
Practical Issues
Legal Status
- Forming a company
- Administration
- Taxation
Registering with IMA Members
Fees
Forum Discussion
- 13.00 Lunch

PROGRAMME TIMINGS

- 13.45 **Session 3: Getting Assignments**
- Interim Manager Marketing
The Essential CV
Marketing Plans for Interim Managers
 - S.W.O.T.
Promotional Ingredients
Forum Discussion
- Winning Assignments for Yourself
 - Creating Personal Advantage
 - Effective Presentation
Forum Discussion
- 15.30 Afternoon Tea
- 15.45 **Session 4: Managing Your Business**
- Developing Relationships
 - Simple rules for success
No Fuss Finishing
Concerns - Yours and the Clients
The Way Ahead
 - Some next actions
 - CPT
Final Review and Close