



## INTERIM MANAGER INDUCTION WORKSHOP AGENDA

<b>INTRODUCTION</b>	<b>SB</b>	<p>To set the scene for the day:</p> <ul style="list-style-type: none"> <li>• Objectives, Agenda, Format</li> <li>• <b>Individual Breakout - Why am I here?</b></li> <li>• Me Ltd</li> </ul>	10.00 30 min
<b>INTERIM MANAGEMENT – THE FACTS</b>	<b>ID</b>	<p>To give attendees an overview of interim management market::</p> <ul style="list-style-type: none"> <li>• What is an Interim Manager?</li> <li>• Competencies of a Successful Interim Manager</li> <li>• Market size</li> <li>• Consultant, temp, contractor or IM?</li> <li>• Why do clients use IM's?</li> <li>• What do clients use them for?</li> <li>• Case studies</li> <li>• How much do they earn?</li> <li>• How is the Market structured?</li> <li>• What's the role of a Service Provider?</li> <li>• <b>Breakout - For and against the life of an IM</b></li> <li>• The IMA</li> </ul>	10.30 60 min
<b>COFFEE BREAK</b>			<b>11.30 15</b>
<b>WHAT MAKES A SUCCESSFUL INTERIM MANAGER - ON ASSIGNMENT</b>	<b>ID</b>	<p>To be successful an IM needs to deliver results. This section gives attendees an overview of the what makes a successful IM on assignment:</p> <ul style="list-style-type: none"> <li>• What do people buy? Track record</li> <li>• What skills, knowledge and experience do clients and service providers look for?</li> <li>• What qualities do clients and service providers look for?</li> </ul>	11.45 30
	<b>SB</b>	<p>To give attendees the opportunity to share experience of the key IM competence – Managing Change:</p> <ul style="list-style-type: none"> <li>• Importance of transference</li> <li>• Processes and people</li> <li>• Example performance improvement model</li> <li>• <b>Breakout – Designing and Implementing Change</b></li> <li>• Change tips</li> </ul>	12.15 45
<b>LUNCH</b>			<b>1.00 45</b>

**AFTERNOON SESSION**

<b>WHAT MAKES A SUCCESSFUL INTERIM MANAGER- IDENTIFYING AND WINNING ASSIGNMENTS</b>	<b>SB</b>	To be successful an IM also needs to be able to find work (or they'll never be able to prove what a great deliverer they are!). This section gives an overview of how to go about identifying and winning assignments: <ul style="list-style-type: none"> <li>• The sales funnel</li> <li>• The buying process</li> <li>• How you are judged</li> <li>• The 'Duck Shoot'</li> <li>• The Value Proposition</li> <li>• Breakout: The Value Proposition</li> <li>• The importance of segmentation</li> <li>• Breakout: Market segmentation</li> </ul>	1.45 120
	<b>ID</b>	<ul style="list-style-type: none"> <li>• Routes to Market</li> <li>• Making the approach - Research and Value Proposition</li> <li>• CV's – do's and don'ts</li> <li>• The Business Meeting</li> <li>• Objection Handling</li> <li>• Breakout: Objection Handling</li> </ul>	
<b>COFFEE BREAK</b>			<b>3.45 15</b>
<b>SETTING UP IN BUSINESS</b>	<b>RS</b>	This section gives an overview of what is required to set up in business: <ul style="list-style-type: none"> <li>• Setting up a limited company</li> <li>• IR35</li> <li>• Support available</li> <li>• Filing tax returns etc</li> </ul>	4.00 30
<b>SUMMARY</b>	<b>SB</b>	Review of key learning points	4.30 15
<b>NEXT STEPS</b>		Opportunity for attendees to digest what they have heard and produce a skeleton action plan	4.45 20
<b>TOTAL TIME</b>			<b>8HRS</b>