



# Institute of Management Services

## Newsletter September 2018

### Institute Journal



The autumn issue of the Journal is available to members in electronic format on the Institutes website from **10<sup>th</sup> September 2018.**

is available on subscription at £25 for four issues.

Autumn Journal

If members wish to obtain a printed copy of the Journal this

### Institute AGM 12 October 2018

Members are reminded to cast their votes in respect of the motions to be considered at the AGM on 12 October 2018 at 10.30am at The George Hotel, Lichfield.

Details of the motions can be seen on page 8 of the Institutes Journal Summer Journal "Management Services" together with a voting form which members should complete and return to head office

in Lichfield. A voting form is attached to this email, **remember the closing date for voting is Friday 14<sup>th</sup> September.**



Members are also encouraged to attend the AGM and also the networking and workshop session after the AGM which will have the theme "**Stepping up to the Productivity Challenge**" with speakers including our Institute President Colin Coulson-Thomas, Steven Porter, Clerk to Productivity Trailblazer Group and the Department for Works and Pensions (DWP).

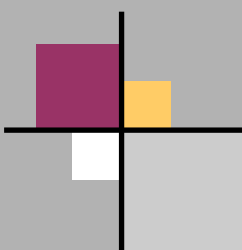
### Why is CPD Important and Why Does it Exist?

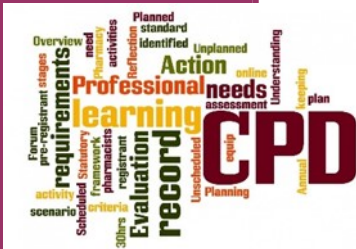
Continuing Professional Development exists to ensure that an individual enhances their skills and abilities once they have formally qualified. CPD is important as it helps to ensure that further learning is pro-

gressed in a structured, practical and relevant way to guarantee that there are applied efficiencies in learning.

CPD allows an individual to focus on what specific skills

and knowledge they require in order to be confident there is recognisable improvement within their proficiency and skill sets.





*“Education is not the learning of facts, but the training of the mind to think”*  
**Albert Einstein.**

## The Purpose of CPD

In an ever-increasing globalised and competitive society, the importance of Continuing Professional Development cannot be overstated.

The world’s industries are forever evolving, which creates exciting opportunities but which also comes with challenges. CPD enables an individual to regularly apply attention to important areas of devel-

opment and takes appropriate action to reduce any shortfalls in knowledge. Equally, an individual must see Continuing Professional Development as a way to remain competitive with his or her peers, and as an opportunity to differentiate themselves at moments where this may be required, such as in job interviews or in tenders for new work and business acquisition.

As more people become professionally qualified with similar qualifications, CPD becomes more important as a means of separating yourself from the pack.

## Institute of Management Services CPD Scheme

The IMS has a structured CPD Scheme that sets out a planned approach to Continuing Professional Development which allows individuals to put themselves in charge of their own career development and work-related ambitions.

A personal empowerment of learning brings with it an increase in confidence and resulting abilities, all of which correlate to an improvement of capability for their employment environment.

Full details of the Institutes CPD scheme can be seen on the website:

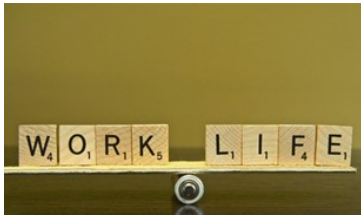
[CPD Scheme](#)

## IMS Website Knowledge Bank



We are asking members to submit write-ups on specific topics for use in the Institutes website [Knowledge Bank](#). Please email submissions to [admin@ims-productivity.com](mailto:admin@ims-productivity.com)

# Five Hour Working Day Boosts Productivity



The international finance firm Collins SBA based in Tasmania inspired by the successful six hour day working week trials in Sweden took the decision to reduce its working day to five hours.

The five hour working day was achieved by permitting employees to leave the office at 2pm if they had completed their work. This effectively cut the working day from eight hours to five. The reduced hours carried a condition that the firm's client service and business outcomes must

remain high.

To make the five-hour working day a success, Collins SBA set core working hours between 9am and 1pm when everyone is expected to be in the office. This allows communication and collaboration, and colleagues are expected to work five hours without a break.

Productivity improved substantially at the company, with employees developing better ways to work.

"The goal wasn't just to do more in less time, but to do things better," says Jonathan Elliot the company's Managing Director.

"The fact that our financials have remained about the same shows

we have increased our efficiency."

Another benefit was the ceasing of long board meetings being replaced by stand up discussions of a much shorter duration. The change to shorter hours also brought about improvement in employees mental and physical health.



*"Achieving excellence through people and productivity"*

## Institute of Management Services

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## Management Services Journal

Current Issue

Now Available online only

If you wish to receive a printed Journal by post at a cost of £25.00 pa please contact our Administrator

Email: [admin@ims-productivity.com](mailto:admin@ims-productivity.com)



# Institute of Management Services

GARRICK SUITE, THE GEORGE HOTEL, BIRD STREET, LICHFIELD, STAFFORDSHIRE WS13 6PR

## Notice of Annual General Meeting

**NOTICE IS HEREBY GIVEN** of the fifty-third Annual General Meeting of the Institute to be held at Garrick Suite, The George Hotel, Bird Street, Lichfield, Staffordshire WS13 6PR on Friday 12th October 2018 at 10.30 am to conduct the following business.

- 1) To receive the Annual Report and Accounts.
- 2) To confirm the following Bye-Law No 1/2018.

Membership subscription for 2019 shall be for Life Membership at a rate of **£335.00** for all members.  
An Affiliate Membership fee of **£225.00**.

- 3) To Confirm the following Bye-Law No 2/2018

Agree amendments to Institute Articles of Association (see published notes)

- 4) To appoint Leftley Rowe as auditors for the ensuing year and to authorise Council to fix their remuneration.

By Order of Council of Management

8th June 2018

**Dr. Andrew Muir**  
Secretary



## Institute of Management Services

FORM OF PROXY – FOR CORPORATE MEMBERS ONLY

I (full name).....of (full address).....

Membership Grade..... Membership No .....

Hereby appoint J Cutler, 3 Birch Grove, Wellesbourne, Warwick CV35 9SJ or failing him the Chairman of the meeting to vote for me and on my behalf in accordance with the directions, if any, given hereunder at the fifty-third Annual General Meeting of the Institute to be held at Garrick Suite The George Hotel, Bird Street, Lichfield, Staffordshire WS13 6PR on Friday 12th October 2018 at 10.30 am and at every adjournment thereof.

**RESOLUTION NO 2**  
(Bye-Law No: 1/2018)

**FOR / AGAINST \***

**RESOLUTION NO 3**  
(Bye-Law No. 2/2018)

**FOR / AGAINST \***

**RESOLUTION NO 4**  
(Appointment of Auditor)

**FOR / AGAINST \***

\*delete as applicable

as witness my hand the.....day of .....2018

Signed.....

This proxy form must be deposited at the head office of the Institute **by no later than 10 am on Friday 14th September 2018**.  
The name of J Cutler has been inserted (or chairman of the meeting) to ensure that your vote is cast in the way you have indicated. You may however, insert another proxy holder if you wish who must be a corporate member of the Institute, but your vote will not be recorded if he or she is not present at the meeting.