TALKING
TOGETHER

**LET'S
TALK**

Improving the world through engineering

TALKING
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TOOLKIT

Introduction

The IMechE strives to improve the World through engineering and bring together people across the industry through a range of different events and initiatives. It is not just what we do, it is how we do it. The Talking Together mental health and wellbeing initiative was launched in November 2019 and has a very clear objective; to gain multiple perspectives on a universal issue. All events under the Talking Together umbrella give a platform for our members to open up the conversation on mental health and wellbeing and think differently about how we can have that conversation with each other in the professional space.

What events have been delivered so far

The Talking Together initiative since launch has focused on digital content with a range of different guest speakers and hosts. There has currently been speakers ranging from CEO's to young developing engineers. Each discussion has been from a different perspective and focuses on the mental health and wellbeing in a specific context be it gender, sexuality or ethnicity for example. The Talking Together initiative is inclusive and ensures that those opening up the discussion and taking part in the event are representative in line with the context of that conversation.

All the events delivered under the Talking Together initiative can be found on the IMechE Talking Together YouTube playlist below:
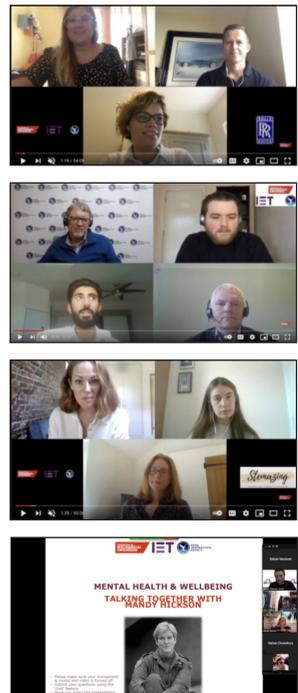
How to plan and deliver an IMechE Talking Together event

The Talking Together events are not technical or academic discussions. They are personal and anecdotal. People engage with each other in many different ways. Some like to ask questions, whereas others like to listen. It is important as a committee to think about what perspective you want to offer on the topic of mental health and wellbeing in the professional setting and then plan for effective delivery. The steps below have been used to plan and deliver the content on the IMechE Talking Together Youtube Playlist. To support the steps laid out below there is a bank of resources on the Talking Together web page that can be used.

Set up a core team to deliver the event (2 minimum)

- Event lead (manages communications with those taking part)
- Question manager
- Host(s)
- Marketing manager
- Event organisation support volunteers on the day

Research content on the IMechE Talking Together Web page and playlist

Identify a guest or could be a company, organisation or charity

- Who you would like to approach to take part in your event

**Decide if this is to
be a virtual, physical
or hybrid event**
(consider the cost differences
and target audience)

- If not decided you can leave it open
and ask the guest speakers
preference

**Decide if you want
to record this event
or if it will be live**

- This will depend on the type of event
you are delivering, the guest taking
part and their preference
- Ensure you follow the necessary
IMechE privacy guidance

**Approach the guest you
wish to take part**
(could be company or charity)

- Email or letter stating what the event
is, why you want them to take part
and how it will be delivered

**Commit a date with the
guest speaker(s)
and organise the venue
or digital platform**

**Produce
marketing
material**

- Use the sign up platform available in
your committee
- Ensure the event is communicated
across the IMechE channels

> **Decide on the content of the event and agree with guest speaker ahead of the event**

- Have a short meeting before to confirm and meet them if necessary

> **Deliver the event**

- If recorded edit in line with the guidance for the Talking Together series
- When ready, get the agreement from the participant to have the content distributed, and then market across the IMechE channels and ensure this gets added to the IMechE Talking Together playlist.

> **The resource support area on the Talking Together web page** has the following items to help deliver and event in your committee

- Email templates to send out to prospective guests
- Question bank to use or gain inspiration
- Ideas of people/companies/charities to approach
- Talking Together Event chronological checklist
- Marketing strategy example
- Marketing Templates (Posters and Eventbrite event sign up template)
- Digital content editing guidelines, iMovie how to guide and support links
- IMechE logos
- Key contacts list
- Core team structure (example)

Collaborating with other Professional Institutions

The Talking Together initiative is for everyone as we aim to give our members multiple perspectives on the universal issue of mental health and wellbeing. In the past we have therefore had collaborations with the Institution of Engineering and Technology (IET) and The Royal Aeronautical Society (RAeS). It is suggested you look for opportunities for a collaboration with these fellow Professional institutions and beyond.* This will give you more access to potential guests and wider marketing and reach for events delivered. Talking Together is for everyone and we should embrace that collaborative approach with our fellow colleagues and friends across the STEM world.

Any collaboration needs to comply with the relevant privacy and GDPR policy of that professional institution, company or charity.

Outro

With over 115,000 members in 140 countries, we have been at the heart of the mechanical engineering profession since 1847. Those we represent all have their own approach to the topic of mental health and wellbeing. It affects all of us and what we do both personally and professionally within engineering and the wider stem community. The IMechE is here to facilitate that conversation where we can Talk Together, listen, think or reflect.

By planning and delivering a Talking Together event you will be adding another opportunity for members to gain multiple perspectives on the universal issue of mental health and wellbeing.

We look forward to seeing further content produced and please do contact us if there are any questions or you need support to plan and deliver your Talking Together event.

Join the conversation!
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