



Programme Aims

Participants will gain the practical skills, understanding and knowledge required to excel within the World Class Commissioning agenda. Learners will also develop their knowledge around QIPP and their competence in writing Invitations to Tender, service specifications and in on-going contract and relationship management.

More importantly the project specific, objective focused way the programmes are delivered will ensure tangible changes and improvements are achieved.

Who Should Attend?

The Programme is appropriate for all healthcare commissioners or other members of PCT or PBC staff who are involved in the commissioning process.

Programme Delivery

The Programme delivery is underpinned by a teaching and learning methodology that is informed by Appreciative Inquiry and Development. This approach seeks to identify and draw out the strengths and understanding that participants bring to the Programme and augment and develop these with expert tuition, facilitated discussion and coaching.

The three modules within the Programme are each structured to include 'pre-workshop' preparatory activities, workshop attendance, coaching support following the workshop which aims to promote 'embedding' of the taught content and, finally, a workshop day to explore and critically evaluate learners' experiences of 'embedment' and to plan how their successes will continue to be maintained and strengthened.



Programme Content

Module 1: Transitioning Need into Specification

Objective: To equip managers with the skills necessary to achieve at least 10% cost savings on **tendered** service delivery whilst maintaining or improving outcomes & quality

- Project set-up (2 days)
- Developing the Model (1 day workshop)
 - Defining SMART outcomes
 - Supplier engagement
 - Dealing with confidentiality transparently
 - The legal constraints
- Creating the ITT (1 day workshop)
 - Service specification development
 - Setting evaluation criteria
 - European procurement legislation
- Implementation Coaching Support (4 days)
- Knowledge Embedment (1 day workshop)
 - Share experiences
 - Capture and document successes
 - Create plan for on-going improvement

Module 2: Ensuring Contracting Excellence

Objective: To identify and secure at least £1m of short term contract savings

- Project set-up (3 days)
 - Situation review
 - Tailor workshop content
 - Set pre-work for delegates
- Contract Assessment & Action Planning (1 day workshop)
 - Contract triage
 - Options assessment
 - Action planning
- Implementation Coaching Support (up to 3 days phone/email)
- Knowledge Embedment (1 day workshop)
 - Share experiences
 - Capture and document successes
 - Create plan for on-going improvement

Module 3: Managing Contract Performance – underpinning skills

Objective: To equip managers with skills necessary to achieve 10% **negotiated** contract savings over 12 month period

- Project set-up (2 days)
 - Initial capability assessment
 - Tailor course content
- Performance Management Skills (1 day workshop)
 - Contract management, KPIs etc
 - Relationship building
 - Negotiation skills
- Implementation Coaching Support (up to 3 days)
- Knowledge Embedment (1 day workshop)
 - Share experiences
 - Capture and document successes
 - Create plan for on-going improvement



Our Trainers

The trainers delivering the programme all have a deep understanding of adult learning theories and approaches and they will apply these to ensure a positive, rewarding and lasting educational experience.

Learning

Upon completion of this Programme, learners will:

- Have a detailed understanding of the Commissioning Cycle.
- Have gained practical skills and insights into the construction of excellent service specifications and Invitation to Tender documents.
- Understand the relevance and impact of European procurement legislation on their commissioning role.
- Understand how to prioritise the appraisal and development of their contracts.
- Have developed excellent negotiation, contract management and relationship management skills.

Further Information

Email training@tenders-uk.org or call 01572 898211