

## Practice Workshops – Schedule

These are a series of non-accredited, non-assessed work-based-learning workshops. Each workshop comprises 5 hours of classroom based learning that can be utilised immediately within the workplace and also counts towards the learner’s commitment to Continuing Professional Development (CPD). In most cases, there will be 1-2 hours of preparatory work prior to participating in the workshop. This will comprise reading material on the Scotland Excel Academy online platform, participating in discussion forums, watching video content etc. So, in total the practice workshops count as 5-7 hours CPD. Below you can find the dates of the workshops with further detail in the overview.

Date	Workshop Topic	Lead	Location	Qty
07 August 2019	Negotiation skills	Chris	Fife	16
4 September 2019	Personal development as a manager and leader	Donnie	Paisley	16
25 September 2019	Introduction to Strategic Public Procurement	Chris	Paisley	16
02 October 2019	Leadership practice	Donnie	Paisley	16
15 October 2019	Contract and supplier management fundamentals	Chris	Paisley	16
7 November 2019	ESPD (Scotland) in practice (half-day)	Chris	Paisley	16
13 November 2019	Planning a change process	Donnie	Paisley	16
04 December 2019	Information based decision making	Donnie	Paisley	16
08 January 2020	Project development and control	Donnie	Paisley	16
28 January 2020	Negotiation skills	Chris	Paisley	16
05 February 2020	Coaching practice and theory	Donnie	Paisley	16
18 February 2020	Organisational financial management	Donnie	Paisley	16
27 February 2020	Contracting fundamentals	Chris	Paisley	16
04 March 2020	Mentoring practice and theory	Donnie	Paisley	16
18 March 2020	Meeting stakeholder and quality needs	Donnie	Paisley	16
25 March 2020	Evaluation criteria for supplier selection and contract award	Chris	Paisley	16
31 March 2020	Introduction to management coaching and mentoring	Donnie	Paisley	16
14 April 2020	Managing team and individual performance	Donnie	Paisley	16
22 April 2020	Specification writing and development	Chris	Paisley	16

## Practice Workshops – Overview

Workshop Topic	Workshop Aim	Workshop Objectives
Introduction to Strategic Public Procurement	This workshop defines the public procurement process in Scotland, detailing the Procurement Journey required to find the relevant guidance and templates	<ol style="list-style-type: none"> <li>1. Analyse how a particular procurement scenario fits within the wider legal and policy procurement landscape</li> <li>2. Analyse how a particular procurement scenario fits within the wider legal and policy procurement landscape</li> <li>3. Select relevant portions of the ESPD (Scotland) for a procurement and complete the relevant minimum requirements to be included in the contract notice</li> <li>4. Describe the main sections of an Invitation to Tender</li> </ol>
Personal development as a manager and leader	This workshop is about assessing and improving individual management and leadership skills and competencies against objectives	<ol style="list-style-type: none"> <li>1. Be able to assess and plan for personal professional development</li> <li>2. Be able to plan the resources required for personal professional development</li> <li>3. Be able to implement and evaluate the personal development plan</li> <li>4. Be able to support and promote staff welfare</li> </ol>
Introduction to management coaching and mentoring	This workshop is about introducing the practice of management coaching and mentoring and the impact on Human Resources Development and performance	<ol style="list-style-type: none"> <li>1. Understand the concept and purpose of management coaching and mentoring</li> <li>2. Be able to determine the use of management coaching as a tool in human resources development</li> <li>3. Be able to determine the use of management mentoring as a tool in human resources development</li> <li>4. Understand the relationship between coaching and mentoring and organisational objectives</li> </ol>
Contract and Supplier Management fundamentals	Overview of contract and supplier management and highlighting practical processes, models and techniques that can be used to control and manage contracts and suppliers more effectively	Currently in Design
Leadership practice	This workshop is about being able to define and show an appreciation for key leadership principles in setting and communicating organisational direction, and the application of leadership styles in the achievement of organisational objectives	<ol style="list-style-type: none"> <li>1. Understand the links and differences between management and leadership</li> <li>2. Understand leadership principles that support organisational values</li> <li>3. Understand and apply leadership styles to achieve organisational objectives</li> </ol>
Coaching practice and theory	This workshop is about the development of effective tools and techniques, relationships and interventions to facilitate coaching within the organisation	<ol style="list-style-type: none"> <li>1. Understand the tools and techniques used in coaching practice</li> <li>2. Understand the need to develop relationships to support coaching practice</li> <li>3. Understand guidelines and protocols for intervention and the need to develop coaching interventions to meet organisational requirements</li> </ol>
ESPD in practice	Practical activities to achieve the best use of the ESPD (Scotland) in supplier selection	Currently in Design
Planning a change process	This workshop is about identifying opportunities for change, modelling the change process and managing	<ol style="list-style-type: none"> <li>1. Understand the forces for change in an organisation</li> <li>2. Be able to assess the impact of the change process</li> <li>3. Be able to plan the change process</li> </ol>

	the change to produce expected outcomes	
Mentoring practice and theory	This workshop is about understanding the tools and techniques in mentoring, developing relationships and understanding interventions	<ol style="list-style-type: none"> <li>1. Understand the tools and techniques used in mentoring</li> <li>2. Understand the need to develop relationships to support mentoring practice</li> <li>3. Understand guidelines and protocols for intervention and the need to develop mentoring interventions to meet organisational requirements</li> </ol>
Evaluation Criteria for supplier selection and contract award	Overview of ESPD selection criteria, contract award criteria and evaluation methodologies combined with practical examples and models	Currently in Design
Information based decision making	This workshop is about understanding the sources of management information within an organisation and being able to analyse the information in order to identify patterns and trends	<ol style="list-style-type: none"> <li>1. Be able to identify and select sources of data and information</li> <li>2. Be able to analyse and present information to support decision making</li> <li>3. Be able to communicate information that supports decision making</li> </ol>
Contracting Fundamentals	Provides fundamentals on the contents of terms and conditions of contract.	Currently in Design
Project development and control	This workshop is about understanding project development, control and monitoring strategies	<ol style="list-style-type: none"> <li>1. Be able to identify the components of project stages and lifecycle</li> <li>2. Understand project methodologies and their application</li> <li>3. Be able to develop a project plan, identify and mitigate risks</li> <li>4. Be able to construct a monitor and review strategy</li> </ol>
Scottish Procurement Legislation and Procurement Journey	Provides an in-depth look at the key aspects of the Scottish Procurement legislation and the accompanying contents of the Procurement Journey	Currently in Design
Organisational financial management	This workshop is about financial management systems and controls and the impact of external factors on organisational financial management	<ol style="list-style-type: none"> <li>1. Understand how to control a financial system</li> <li>2. Be able to identify and use a range of financial controls</li> <li>3. Understand the sources and availability of finance to an organisation</li> </ol>
Meeting stakeholder and quality needs	This workshop is about meeting stakeholder requirements to agreed quality standards and seeking improvements.	<ol style="list-style-type: none"> <li>1. Understand how to identify stakeholders and their requirements</li> <li>2. Understand how to apply and improve quality standards</li> <li>3. Be able to conduct a quality audit</li> <li>4. Understand how to promote continuous improvement and change</li> </ol>
Managing team and individual performance	This workshop is about the management of individual and team performance and how to improve performance.	<ol style="list-style-type: none"> <li>1. Be able to identify and agree performance objectives for your team and individuals</li> <li>2. Be able to assess performance against objectives and provide feedback</li> <li>3. Be able to provide advice guidance and support to improve performance</li> <li>4. Be able to apply the organisation's disciplinary and grievance procedures</li> </ol>

Negotiation skills	The theory of negotiation with some practical application	Currently in Design
Category management fundamentals	Understanding the principles of category management and strategic sourcing and applicable tools, arrangements and governance	Currently in Design
Specification Writing and Development	Understanding the 'theory' of specification and drafting an effective specification	Currently in Design
Strategy development	An overview of strategies and then further consideration of Annual Procurement Strategies, Category Strategies and Contract Strategies.	Currently in Design

## Next Steps

Register your place, express an interest, or request further information by contacting [helene.holden@scotland-excel.org.uk](mailto:helene.holden@scotland-excel.org.uk) or telephone 0141 618 7436.

Practice Workshops cost £150 per learner for Scotland Excel council members and £180 for public-sector non-council members.

The evolving non-accredited practice workshops schedule, the accredited programme schedule and the Academy portfolio can be viewed on the Open Academy at <https://academy.scotland-excel.org.uk/course/view.php?id=12#section-19>