

# Scotland Excel

PHASE 2

## Free “Stay Connected” Sessions

LEARNING



Training isn't just important to any organisation, it is essential. No matter what point you are at in your career, you will always need to acquire, develop, strengthen, or update your skills.

Hot on the heels of a very successful first phase of online sessions, Scotland Excel now offers a second phase of **FREE** online interactive 1 hour programs to help you on your lifelong learning journey.

In this phase we will provide short on-line sessions on:

Procurement

Project Management

Leadership & Management

Coaching & Mentoring

Skills Analysis

Stakeholder Management

Due to the high demand in Phase 1, we have increased the delegate capacity for each session. We also have some guest presenters from Scottish Government<sup>1</sup>, Improvement Service<sup>2</sup> and East Renfrewshire Council<sup>3</sup>.

The **FREE** sessions can be accessed on your laptop, tablet or phone. The session dates are listed overleaf. Each 1 hour session can be recorded in your CPD portfolio.



The  
Academy



Jul	Course	Time	Tutor
28	How To Do More With Less	2pm-3pm	Ian McNaught
<b>Aug</b>			
Aug	Course	Time	Tutor
4	Information Based Decision Making	2pm-3pm	Ian McNaught
12	The Scottish Procurement Rules – The Basics	10am-11am	Chris Gibson
17	Assessing and Developing Your Skills	2pm-3pm	Gregor Hutton <sup>1</sup>
20	Transformational Coaching	10am-11am	Donnie MacRae
20	Personal Development and Self-Determination	2pm-3pm	Ian McNaught
28	Introduction to Mentoring	10am-11am	Donnie MacRae
<b>Sep</b>			
Sep	Course	Time	Tutor
2	“Crisis” Procurement	10am-11am	Chris Gibson
4	Project Management Fundamentals	10am-11am	Donnie MacRae
7	Assessing and Developing Your Skills	2pm-3pm	Gregor Hutton <sup>1</sup>
9	Introduction to Customer Journey Mapping	10am-11am	Clare Sherry <sup>2</sup>
9	Specification Writing - The Basics	2pm-3pm	Chris Gibson
17	Negotiation Skills – The Basics	10am-11am	Chris Gibson
22	Performance Management and Measurement	10am-11am	Donnie MacRae
30	Managing Stakeholders	10am-11am	Clare Sherry <sup>2</sup>
<b>Oct</b>			
Oct	Course	Time	Tutor
1	Transformational Coaching	10am-11am	Donnie MacRae
1	Organisational Learning – Enabling Performance and Long-Term Success	2pm-3pm	Ian McNaught
8	Contracting – The Basics	10am-11am	Chris Gibson
21	Management of Procurement Stakeholders	10am-11am	Chris Gibson
22	Introduction to Mentoring	10am-11am	Donnie MacRae
28	Contract management – The Basics	10am-11am	Chris Gibson
<b>Nov</b>			
Nov	Course	Time	Tutor
3	Changing the Face of Procurement	10am-11am	Scott Gibson/ Debbie Hill <sup>3</sup>
5	Project Management Fundamentals	10am-11am	Donnie MacRae
5	Analysing Your Supply Markets	2pm-3pm	Chris Gibson
18	Contracting – The Basics	10am-11am	Chris Gibson
19	Performance Management and Measurement	10am-11am	Donnie MacRae
23	Optimising Our Innovative Work Behaviours	2pm-3pm	Ian McNaught

### How do I book a place?

Your booking will be taken on a first come first serve basis by contacting Helene.Holden@scotland-excel.org.uk or on 0141 618 7436.