

Providing adult services – Training Sessions

The sessions will provide training and advice in connection with competitive tendering process and tender document preparation. They are suitable for businesses, social enterprises, voluntary sector organisations and independent providers, who are interested in contracting with the Council. The sessions will be general in approach and will not cover any detail in connection to a particular tendering exercise.

- **What is Commissioning? A Guide to the Commissioning Process**
 - 20 October, 3pm-5pm
 - 4 November, 6pm-8pm
- **Tendering 1: From Advert to Tender**
 - 21 October 2011, 6pm-8.30pm
 - 10 November 2011, 2pm-4.30pm
- **Tendering 2: From Tender to Delivery**
 - 7 November, 4pm-4.45pm
 - 1 December, 6pm-8.45pm
- **Partnerships: A Guide to Collaborative Working**
 - 26 October, 10am – 12.30pm
 - 15 November, 10am – 12.30pm
 - 23rd November, 6pm-8pm

While the "What is commissioning?" session can be stand alone, it is expected that people will want to attend both of the training sessions on Tendering.

Places are limited so booking is essential.

To book please either:

- Visit the RCVS website and book online www.richmondcvcs.org.uk
- Call - 020 8255 8500
- Email commissioning@richmondcvcs.org.uk

If there is high demand it may be possible to run further sessions. RCVS is available to provide additional support and advice to organisations and respond to queries where appropriate.