

# Skills Development



People are one of the key assets, often largely overlooked, that are available to all organisations. A highly skilled team enables delivery of enhanced performance with significant long term contributions to efficiency, cost reduction and profit.

Developing skills is fundamental as part of a procurement transformation process that enables a team to rise to the challenge of change. Redcap provides a full support service assisting development of both individuals and full procurement teams. Our range of programmes covers the necessary technical, interpersonal and negotiation skills required for acquiring and implementing optimal procurement efficiency.

## Competence Assessment

Once recognised that a procurement team needs skills development to meet existing or new challenges, an understanding of their competence will be required.

Redcap's competence assessment approach enables clients to understand the skill and development gaps that need to be filled. Working with a matrix of 22 competences, covering both the technical and behavioural skills, a structured skill assessment process enables clients to contribute to the assessment of their procurement organisation.

## Training Development

Clients have indicated preference for Redcap's approach to skills development as all our programmes can be tailored to meet their precise business needs. This means that the majority of our training is client specific and is delivered either "in-house" or as part of a multi client collaborative programme.

## Coaching & Mentoring

Our training and development programmes are supported by coaching and mentoring for individuals or procurement teams. This approach accelerates learning and skills development during the change process of transformation.

## Redcap Training Team

Our development team are experienced trainers, consultants, NLP Master Practitioners and coaches from a range of sectors. Combining business and consulting experience they derive the maximum benefit for increasing effectiveness in a client's procurement operation with advantages to the wider organisation. Their unique combination of business skills acquired across many different business sectors bring together a wide range of experience of Pan European and Global supply environments.





The following programmes indicate the range of subjects covered by our comprehensive approach to skills development.

### **Purchasing Skills**

Benchmarking Products & Processes  
Best Practice Purchasing Techniques  
Competitive Purchasing Processes  
Contracts & Tenders for Non Specialists  
Cost Analysis & Reduction Strategies  
Developing the Purchasing Strategy  
EU Procurement Directives  
Implementing Live Purchasing Strategies  
Improving Supplier Performance  
Introduction to Process Auditing  
Introduction to Purchasing  
Managing the Contract  
Marketing Purchasing - "Raising the Profile"  
Outsourcing  
Purchasing Legal Workshop  
Purchasing Portfolio Matrix In Practice  
Specification Writing  
Supplier Accounts & Financial Aspects  
Supplier Management & Development  
Supplier Relationship Development  
Supplier Selection & Appraisal  
Supply Risk Assessment & Management  
Understanding E-Procurement

### **Team & Interpersonal Skills**

Communicate Effectively  
Decision Making  
Developing Creativity  
Effective Delegation  
Leadership and Team Development  
Managing Your Manager  
Neuro Linguistic Programming (NLP) Skills  
NLP Delivering Business Excellence  
Stress Management  
Team Development  
Team Leader Coaching Skills  
Team Skills Workshop  
Time Management

### **Influencing & Negotiation**

Assertiveness Development  
Implementing Live Negotiation Strategies  
Influencing and Persuading People  
Introduction to Negotiation  
Negotiation - Developing Skills  
Negotiation - Practical Workshop  
Negotiation - Preparation and Planning  
Negotiation - Tactics & Ploys  
People Focused Negotiation (PFN) Workshop  
Professional Presentation Skills  
Strategic Negotiation Workshop  
Understanding Sellers Techniques

Redcap supports the aims of professional bodies including the Chartered Institute of Purchasing and Supply and the Chartered Institute of Public Finance and Accountancy, encourages membership and continued professional development in these professional sectors.

If you require this brochure in adobe format, please contact [info@redcapassociates.co.uk](mailto:info@redcapassociates.co.uk)

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