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**Keep ahead of the contract game:  
A free afternoon support event for employment and skills  
providers**

25<sup>th</sup> March 2010  
Irish Cultural Centre  
Blacks Road  
Hammersmith W6 9DT

**Introduction**

The new commissioning arrangements for employment and skills services mean that many smaller and specialist providers will need to adapt if they are to survive and thrive.

West London Working is funding a series of capacity building events in West London for providers to help them respond to these challenges

This workshop is focused on learning from practical experiences of responding to the new environment, and giving you the knowledge and skills to help your organisation grow and develop profitable and positive contractual relationships.

**Who should attend?**

Those in your organisation who lead

- contracts and projects
- business development activity
- operations and finance

**How will you benefit?**

- Hear from experienced grassroots organisations about how they've adapted and thrived
- Find out how Prime Contractors develop relationships with suppliers, the methods and approaches you should be making to develop effective and profitable relationships
- Hone your organisational offer and get a chance to pitch it to an expert panel and receive feedback
- Network and connect with other West London providers and find out how you can work together

## Programme

1pm Lunch

### ***Supporting providers***

- 1.30 Introduction to the day and welcome  
Overview of the changing landscape: commissioning levels, the role of Prime Contractors and the supply chain, outcome based contracting
- 1.40 Promoting supply chain excellence  
DWP's Code of Conduct & the Merlin Standard  
West London Working's Employability Performance Rating

### ***Learning from experience***

- 2.30 How a third sector provider in London has developed its financial and operational structure to win contracts - Successes, lessons and experience.

3pm Break

### ***Developing your organisation***

- 3.10 Developing your offer
- 3.30 Perfect your pitch – with feedback from prime contractors

4pm Thanks and close

### ***Support surgeries***

From 4-5pm Optional 10 minute capacity building and support surgeries

- Funding streams
- Marketing
- Developing your offer
- Leadership & partnership

## Who is West London Working?

**West London Working** brings together the agencies responsible for employment and skills to reduce the high number of West London residents not in employment. We work across the London Boroughs of: **Brent, Ealing, Hammersmith and Fulham, Harrow, Hillingdon**, and **Hounslow**. Our partnership includes West London Alliance, the 6 West London Local Authorities, Learning and Skills Council, London Development Agency and Jobcentre Plus.