

## Supply Chain Sustainability School CPD Accredited Workshops for Partners

The School has been delivering workshops for our Partners since 2012. With a constantly expanding catalogue, we use in-house experts and external trainers to ensure we are always delivering top level training for you and your supply chain.

### 1. About our Workshops

- Partners are entitled to up to 5 workshops per financial year (April – March) – *please note, these workshops cannot be carried across to the following financial year*
- Workshops are CPD accredited
- Can be delivered either face-to-face or virtually
- Typically, last for half a day (face-to-face) or 2-2.5hrs (virtually)
- Workshops include group work, discussion, and other interaction
- Can be delivered either for your internal teams, supply chain, or a mixture of both

### 2. Workshop Subject Matter

With over 40 workshops to choose from, you will find material ranging from Carbon to Social Value and from FIR to Waste and Resource Efficiency. Please download the most up-to-date catalogue from our Partner Pack.

### 3. Benefits of Hosting a Workshop

- **Save money:** Up to 5 workshops per year (April - March) included in your Partnership fee
- **Professional development:** All our workshops are CPD accredited
- **Internal training:** You are welcome to use your workshops to train your internal team
- **Supply chain competence:** Educate and support your supply chain to help you deliver your sustainability objectives
- **Demonstrate** to your clients, workforce, and supply chain that your company is committed to developing / supporting a more sustainable built environment

### 4. Requirements

#### We ask our Partners to:

- Request that attendees register using the link provided by the School (*this is necessary for them to claim CPD points and certificate of attendance*)
- Send appropriate marketing / comms to ensure minimum numbers
- Ensure a minimum of 15 (face-to-face) or 10 (virtual) attendees
- Ensure a maximum of 30 attendees at each session

#### *(face to face training only)*

- Provide an appropriate meeting room (or other venue)
- Provide access to tea, coffee, and water
- Provide a projector and screen
- Assist the trainer on arrival at the venue by showing them to the room, pointing out washroom and catering facilities and making them aware of any necessary H&S requirements

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**Please note;** if minimum registration numbers are not achieved the School may need to consider the viability of running your chosen session privately for you. Workshops will be reviewed 10 days prior to commencement and a decision will be taken should numbers not be sufficient.

### The School will:

- Provide an online booking and registration process for participants
- Manage all elements of pre-event communications with participants
- Provide additional marketing support where necessary
- Provide a subject matter expert trainer, skilled in face-to-face and virtual facilitation techniques
- Provide laptop equipment for the trainer
- Provide all relevant training materials to participants
- Provide relevant event paperwork for the trainer
- Provide post event communications to further support the participants
- Provide CPD attendance certificates to participants
- Analyse feedback from the workshop and share these with your business and internal colleagues to facilitate the continued improvement of our service

### 5. Next Steps

If you are interested in running a workshop; pick a workshop found in the catalogue (*download the up-to-date version from the Partner Pack or contact Becky if you need access to this*) and then contact your Partner Manager with an indication of:

1. Workshop you would like to run
2. Proposed dates
3. Proposed location / virtual platform
4. What type and number of participants you expect to attend?

Your enquiry will be dealt with swiftly and you will be assigned a member of the Events and Marketing team to further support you in the arrangement of your workshop.

Not sure who is your Partner Manager or want to see our workshop catalogue to understand what kinds of training we can deliver? [Contact Becky for further information.](#)

**Please note** Should you book a workshop and then need to re-schedule for any reason, please contact us as soon as possible to avoid unnecessary and costly preparatory work taking place. Due to the increasing and ongoing number of last-minute re-schedule requests we are only able to re-schedule private sessions once, after which time the session may be cancelled.

**If your company is unable to access Zoom and requires the use of Teams, the following disclaimer will be added to supply chain events only (internal staff training will not be affected) to ensure compliance with GDPR.**

*“DISCLAIMER: At the request of XXPARTNER NAMEXX, this workshop will run on Microsoft Teams. As with all Microsoft Teams meetings – participants will be able to export chat history, media files etc whilst the session is live. The Supply Chain Sustainability School does not have control over this feature. If you do not wish to participate via Microsoft Teams, please do not book for this session.”*