

# Ipswich and East & West Suffolk CCGs – What’s on Offer?

We are continuing the universal development opportunities to all of our staff across both CCGs; commencing in **January** a new topic will be promoted every fortnight. **This year we are focusing on the nine Investors in People domains.**

The opportunities are being made available so that everyone has the chance to **succeed, develop and achieve** adding value across our STP footprint.

Topic	What Can You Expect?	Launch Date (w/c)
 <b>Recognising &amp; Rewarding High Performance</b>	Circulation of a draft CCG Reward and Recognition Policy so you can provide comment on the amalgamation of existing policies to ensure good performance is rewarded consistently. The policy provides information about staff benefits, ways to say thank you and the Total Reward Package.	Launched
 <b>Leading &amp; Inspiring People</b>	Information and access to 360 reviews to provide a balanced view of your contribution and performance. Information about leadership courses.	Launched
 <b>Living The Organisations Values &amp; Behaviours</b>	Access to training for difficult conversations, recruitment and selection to ensure the organisations values and behaviours are always embedded.	Launched
 <b>Empowering &amp; Involving People</b>	Who is who and who does what – getting to know your colleagues. Learn to be a better chair and facilitator.	Launched
 <b>Managing Performance</b>	Access to training to refine your 1:1 skills, so managers know what to deliver and employees have expectations on what to receive. Learn how to have difficult conversations.	<b>4<sup>th</sup> March 2019</b>
 <b>Structuring Work</b>	Information about cross organisation networks and the benefit of these. Learn how to write a business case or bid and up your knowledge on procurement.	18 <sup>th</sup> March 2019
 <b>Building Capability</b>	Support and information to enable teams to succession plan. Information about formal and informal development opportunities. Upskilling staff on Microsoft packages and media training.	1 <sup>st</sup> April 2019
 <b>Delivering Continuous Improvement</b>	Embedding a culture of innovation, launch of the Innovation Portal, with opportunities for us to learn from you. Information about Change Management. Launch of the staff friends and family test.	15 <sup>th</sup> April 2019
 <b>Creating Sustainable Success</b>	10 Year Plan information, what it really means for our patients, for the organisation, and for you.	29 <sup>th</sup> April 2019

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## w/c 4<sup>th</sup> March 2019 – **Managing Performance**

### **Purpose and Meaning in your Role**

Purpose can guide life decisions, influence behaviour, shape goals, offer a sense of direction, and create meaning. For some people, purpose is connected to vocation—meaningful, satisfying work. For others, their purpose lies in their responsibilities to their family or friends.

What gives our lives purpose and meaning changes over time. Here are four main experiences that encourage meaning and purpose in life: Physical and mental well-being, Belonging and recognition, Personally treasured activities and Spiritual closeness and connectedness.

We want to enable all our members of staff to be completely fulfilled by finding meaning and purpose from their work experience and get an understanding of how each and every roles supports the whole system.

We are encouraging all our staff to discuss this during PDPs and 1:1's with their line manager and detail, where possible why you do the job you do so your line manager can get a sense of how work helps you fulfill the things that matter most in your life.

We would like to offer some 1:1 training for both managers and staff to increase knowledge and provide some hints and tips on highly effective 1:1's so everyone knows what to expect.

Please express your interest to [karen.nunn@suffolk.nhs.uk](mailto:karen.nunn@suffolk.nhs.uk).  
Once a group of individuals is formed a date will be agreed.

### **Difficult Conversations**

Having a difficult conversation may form part of your line management role, almost everyone dreads this type of conversation.

Just thinking about having these conversations can fill you with anxiety and trepidation, taking up space in your mind and distracting you from other important considerations that require your attention.

We have sourced an online course (available to all CCG staff) which will look at how you can get the best from your staff through setting proper objectives, giving regular and constructive feedback and managing tasks effectively.

The course will also introduce how to approach those more difficult conversations that are sometimes needed.

To access the online courses please visit:  
<https://elearning.acas.org.uk/login/signup.php?>

You will need to create an account which will require you to provide some general information about you and your job. Once registered, select 'Managing People' from the courses section (right hand side) and click the 'enroll me' button. You will then be able to launch the online course which will take about an hour to complete.