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| **Project:**  | True Colours |
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| **Client:**  | Public Health EnglandZone CSkipton House80 London RdLondonSE1 6LH |

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| Document Title | Invitation to Tender: True Colours Workshops |
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|  | **Signature**  | **Date** |
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**Invitation to Tender:**

**PHE South East Team Development in response to 2016-17 Staff Survey: True Colours**

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| **1.** | **Background to the Requirement****Public Health England (PHE) Staff Survey**  |
| 1.11.2 | Public Health England (PHE) conducts an annual staff survey in order to obtain feedback to improve PHE as a workplace. Each Directorate and Centre produces an action plan in response to the staff survey. PHE South East (PHE SE) scored considerably better overall than for the previous year’s staff survey, but there are still areas which need to be addressed. These include bullying and harassment, and communications within teams.The PHE SE staff survey action plan led to the engagement of the Workforce Development team to identify options for the delivery of short programmes to address team development in relation to the above, for Health and Wellbeing and for Health Protection. Ultimately, PHE SE wishes to obtain FACET5 sessions for its teams, but we are informed by the Organisational Development team that there will be a substantial lead time for this owing to the small number of internal facilitators – an indicative wait of 6 months. By this time, the next annual staff survey will take place. The true colours method has been recommended to us as an accessible method for teams who may be resistant to Myers Briggs development methods. This will be a first step within the whole Centre development plan and staff survey response. True Colours is a group development methodology which entails translating complicated individual perspectives to help overcome the barriers to progress. This understanding improves collaboration, provides a way to strategize and organize work teams, helps increase individual and team productivity and recognition, and provides a way for decision-makers to utilize personality types in day to day management decisions. True Colours is a simple method for gaining insights into why people behave the way they do. Using colour as a metaphor, True Colours differentiates the four personality types that are Gold, Blue, Green and Orange. True Colours was first introduced in 1978 by Don Lowry. The OD team has confirmed that it cannot deliver the True Colours programme internally. The HR team has confirmed that CSL is not a route by which True Colours can be accessed. Accordingly, PHE SE wishes to procure True Colours via a competitive process. |

**2 Aims and Objectives**

2.1 The Health Protection and Health and Wellbeing Teams in PHE SE have been through a period of change including structural team changes. There is a need to build team performance and cohesion. The True Colours programme has the objective to:

* Support reduction in stress, improve engagement and support collaborative ways of working
* Provide a simple way for everyone to understand and appreciate each other
* Create an environment which breeds mutual respect, tolerance and appreciation of difference
* Provide a mechanism to support healthy choices and mindfulness
* Provide a foundation for other development programmes

2.2 True Colours is a foundation workshop for team development. It is an interactive tool which helps individuals and teams develop their emotional intelligence. True Colours is a standalone workshop of 3.5 hours, for groups of staff to understand their individual personality preferences and to connect better as a team. The format of the programme is facilitation of the workshop, group work and experiential learning, workbooks and picture cards for each individual to keep and reflect back on, an opportunity to work with colleagues in person, and to understand ways to enhance professional relationships.

2.3 There is a post-session briefing for the team leader, explaining the personality typing of the group to support further development activities and the integration of learning into appraisal and feedback systems.

**3 Target Audience**

3.1 The target audience is the Health Protection team, which is divided into 4 site-based teams across the South East, and the Health and Wellbeing team. Each member of staff will attend one function-specific session of 3.5 hours. A total of 6 sessions is required.

**4 Delivery Timescales and Contract Period**

4.1 PHE SE would like to deliver the sessions at the earliest opportunity allowed under the procurement process, subject to staff and supplier availability. There will be 4 Health Protection sessions, to be held in Fareham, Chilton, Ashford (Kent) and Horsham, and these would need to be staggered, ideally 2 weeks apart – so spanning a period of 7 weeks. The other sessions could be organized within the 7 week period, without reference to the dates of the Health Protection dates, location within PHE South East to be confirmed.

**5 Evaluation Criteria**

5.1 The award of the contract will be based on the following evaluation criteria:

* Technical and capability – i.e. knowledge, understanding ad relevant experience
* Operational and management capability – i.e. proven track record of delivery
* Cost

**6 Costs**

6.1 Suppliers responding to this tender will need to give a detailed breakdown of their costs, including day rates and fixed and variable costs. Please note that applicants will need to demonstrate that their response offers excellent value for money.