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COURSE BROCHURE

Commissioning Tailored In-Company Training Course for Learning and People Partners

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Geneva

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Registered in the United Kingdom and Saudi Arabia

Commissioning Tailored In-Company Training Course for Learning and People Partners

Ref: 2473_93599 **Date:** 28 June – 2 July 2027 **Location:** Geneva **Fees:** 6500 GBP

Commissioning Tailored In-Company Training is a 1-week training course for learning managers and people partners who brief, select and oversee external providers, and it produces a Tailored Training Commissioning Pack. Organisations now buy more bespoke learning than open courses, so a weak brief or loose contract wastes budget and goodwill. Jupiter Prime Training runs Commissioning Tailored In-Company Training for staff between sponsors and providers.

Why Commissioning Tailored In-Company Training Matters Now

Three forces shape how organisations buy tailored learning today. Business sponsors expect training linked to measurable performance gaps, not catalogue titles. Providers range from boutique specialists to large firms, each with different design habits and ownership terms. Finance and audit teams ask for evidence that money spent on learning changed behaviour on the job. An organisation that commissions well gets content built around its own processes, cases and language; one that commissions badly pays for generic slides. The course follows the instructional design cycle of analysis, design, development, delivery and evaluation, seen from the buyer's side.

Who Gains Most from Commissioning Tailored In-Company Training

- Staff accountable for turning business requests into written learning briefs and tender documents
- Partners who advise department heads on capability gaps and agree learning budgets with them
- Coordinators who shortlist providers, run pitch meetings and score proposals
- Specialists who manage provider contracts, intellectual property and change requests
- Analysts who gather post-course evidence and report learning transfer to sponsors

A learning function that sends a buyer, a partner and an evaluation lead together gains most, because each sees how the others shape the brief.

Commissioning Tailored In-Company Training Capabilities

Participants move from vague requests to a disciplined buying cycle.

- Diagnose a performance gap — the sponsor deciding whether training is the right fix
- Write a learning brief that states audience, context and observable outcomes — the provider preparing a proposal
- Score competing proposals against weighted criteria and trial sessions — the panel choosing a supplier
- Specify customisation, trainer approval and content ownership in the contract — procurement and legal colleagues
- Design manager touchpoints before and after delivery — line managers supporting transfer on the job

- Report transfer evidence — the budget holder renewing or ending the contract

Key Commissioning Tailored In-Company Training Terms

- Learning Brief — a written document setting out audience, business problem, outcomes, constraints and success measures for a provider to answer.
- Training Needs Analysis — a structured inquiry that separates skill gaps from gaps caused by systems, incentives or resources.
- Customisation Level — the degree to which a provider adapts content, from swapping case names to building cases from scratch.
- Pilot Delivery — a first run with a small group used to test materials and trainer fit before rollout.
- Learning Transfer — the extent to which skills from a course are applied and sustained in daily work.
- Statement of Work — the contract schedule listing deliverables, responsibilities, acceptance points and change rules for a provider.

Commissioning Tailored In-Company Training Day by Day

Day 1: From Business Request to Learning Need

- Sponsor Intake Interview — Separating Symptoms From Root Performance Causes
- Training Needs Analysis Matrix — Whether Training Fixes the Gap
- Audience Profiling Grid — Grouping Learners by Role and Experience
- Stakeholder Map for Buying — Who Signs, Funds and Uses
- Outcome Statements in Observable Terms — Defining Success Before Design

Day 2: Writing the Brief and Going to Market

- Learning Brief Template — What Providers Need to Quote Accurately
- Build, Buy or Blend Options — Internal Faculty Versus External Specialists
- Provider Longlist Sources — Reaching Boutique and Large Suppliers Fairly
- Request for Proposal Structure — Comparable Answers From Different Bidders
- Budget Envelope and Cost Drivers — Day Rates, Licences and Design Fees

Day 3: Choosing Providers and Trainers

- Weighted Scoring Sheet — Ranking Proposals on Fit and Price
- Pitch and Trial Session Design — Seeing Trainers Before Committing
- Trainer Approval Criteria — Sector Credibility, Facilitation Skill and Language
- Reference Checks With Past Clients — Testing Claims About Tailoring
- Customisation Level Agreement — How Deeply Content Is Rebuilt

Day 4: Contracts, Delivery Formats and Transfer Design

- Statement of Work Clauses — Deliverables, Acceptance and Change Requests
- Content Ownership and Reuse Rights — Who Keeps Materials After Delivery
- Delivery Format Choices — Classroom, Virtual or Spaced Sessions
- Manager Pre-Briefing and Follow-Up Kit — Supporting Practice on the Job
- Pilot Delivery Review — Adjusting Materials Before Full Rollout

Day 5: Practising the Commissioning Pack

- Applying the Needs Matrix to a Live Request — Confirming Scope
- Drafting a Brief for a Real Sponsor — Testing Clarity With Peers
- Scoring Two Sample Proposals — Defending a Supplier Choice
- Transfer Evidence Plan — Measures Sponsors Accept at Renewal
- Tailored Training Commissioning Pack — Completing Brief, Scoring and Contract Notes

Applying Commissioning Tailored In-Company Training After the Course

- Run a sponsor intake interview and needs matrix on the next open training request before contacting any provider.
- Rebuild the current provider scoring sheet with weighted criteria and a trial session, then use it on the next tender.

Commissioning Tailored In-Company Training Questions FAQ

What is commissioning tailored in-company training and why does it matter now?

It is the buyer's discipline of turning a business need into a brief, a supplier choice and a contract for bespoke learning. It matters now because sponsors expect training tied to real performance gaps.

Which roles gain most from commissioning tailored in-company training?

Learning managers and people partners who receive requests from department heads gain most. Coordinators who run tenders and analysts who report results also benefit.

How does commissioning tailored in-company training differ from a train-the-trainer course?

It focuses on buying and overseeing learning rather than delivering it. A train-the-trainer course builds facilitation skills; this one builds the skills to brief, select, contract and evaluate the people who facilitate.

What do you bring back from commissioning tailored in-company training?

You bring back a completed commissioning pack for a real request. It holds a needs matrix, brief, scoring sheet, contract notes and transfer evidence plan.

Commissioning Tailored In-Company Training: The Way Forward

The Tailored Training Commissioning Pack first informs whether a request goes to market at all, and on what terms. Learning managers use it with sponsors, procurement and providers. After the first contract closes, revisit how transfer evidence was gathered, because it shapes the next brief.