



Government  
Commercial  
Function

# COMMERCIAL LEARNING AND DEVELOPMENT OFFER

For an accredited commercial lead



Version 2  
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# Contents

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Programme design	3
Overview of the modules	7
Anticipated accredited commercial lead journey	9
Learner adjustments	10
Learning and development opportunities	11
Useful contacts	13

# Programme design

## ■ Background

The Programme for Accredited Commercial Leads has been developed and designed using insight and input from:

- the GCF Assessment and Development Centre (ADC) and ADC assessors
- senior commercial specialists
- subject matter experts (SMEs)
- commercial leaders and professionals
- learning and development professionals

The programme focuses on the areas of 'leadership skills and capability' and 'business acumen and commercial judgement', which current data indicates are the key areas for professional development for accredited commercial leads.

The programme is:



mapped to the Commercial Assessment and Development Centre (ADC) and the GCF People Standards for the Profession, with enhanced elements that go further



built on the 70/20/10 learning model - 70% on-the-job experience, 20% peer-to-peer learning, and 10% formal training



designed to continuously evolve and expand based on participant feedback and emerging requirements



flexible and offers opportunities tailored to your individual development needs

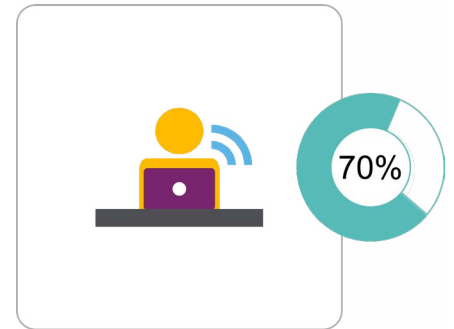


designed to recognise that leadership is an ongoing journey - we all share the responsibility to regularly develop our skills

## ■ The 70/20/10 learning model

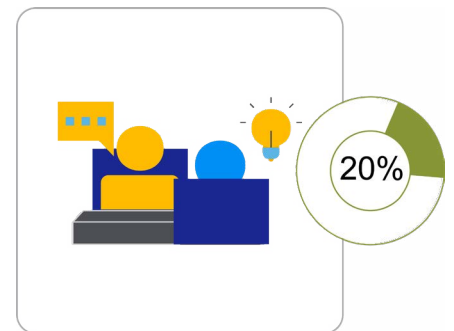
### 70%

On the job experience that enables you to put your knowledge into practice and embed learning. For example, understanding the wider context of your team by attending strategic meetings or reflecting on your development in your personal development plan.



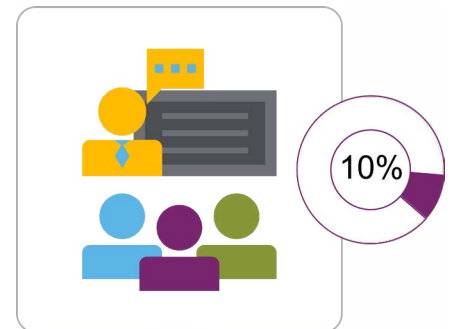
### 20%

Learning from others by sharing knowledge and experience both formally and informally. For example, Spotlight on..... sessions, red team reviews, action learning groups and attending network events.



### 10%

Structured hybrid courses. For example, technical training via the Government Commercial College (GCC) and bespoke development webinars.



## ■ Outcomes

Completing the programme will enable you to:

- communicate with impact and confidence
- manage complexity and drive sound decision-making
- sharpen commercial acumen
- cultivate excellent commercial leadership and behaviours
- build and sustain resilience under pressure
- expand and leverage strategic networks

“This course is so valuable for commercial leads in developing and preparing for the next step up.”

**Learner**





## ■ What you can expect

The programme consists of 2 modules, each module is delivered as a series of interactive webinars, which are designed to provide you with the opportunity to work with peers, share your experiences and learn from commercial and leadership experts.

The modules provide a safe environment for you to test out approaches, receive and offer feedback and learn from your peers. The programme is supported by a series of Spotlight on... sessions and self-directed learning solutions.

Throughout the programme, you will benefit from comprehensive learning delivered by SMEs, ADC

assessors, and commercial professionals. You will receive expert facilitation and coaching throughout your journey, while also having opportunities to network with fellow learners. The programme will introduce you to current theories, and you will gain ongoing feedback and support from both your peers and SMEs.

### Pre-work

To get the best experience from this programme, we will ask you to complete various pre-webinar activities. This will boost your learning and enrich conversations in the interactive webinars that follow. You are advised to set aside 1 hour to complete the pre-work for each webinar.



## Action learning

In addition to collaborating with peers in webinars, you will be assigned to smaller, self-managed action learning groups (ALGs). These groups will meet and work together during the learning period offering a supportive network to deepen your understanding of the topics introduced in the programme. You will be supported in setting up and running your ALG successfully.

## ■ How do I access the learning?

To access the programme, you must:

- be working in a government department or wider government body at the level of the programme either substantively or on temporary promotion (TP)
- have been through the ADC process
- have attained an A at the commercial ADC at the level of the programme
- have your line manager's support and funding agreement



# Overview of the modules

## ■ Module 1: Leadership and Insight

The webinars in module 1 are delivered by experienced leadership facilitators with input and insight from professional coaches. There will be a mix of theory, case studies, peer activities as well as the chance to receive feedback and time, in between webinars, to reflect individually and as a group.

Module 1 is designed to equip commercial professionals with the core leadership skills required for their role. The module focuses on self-awareness of your leadership attributes and the relationship skills needed to achieve the best commercial deals. During module 1 you will complete an emotional and social competency inventory (ESCI).

Webinar	Title	Content	Duration
1	<b>Enhancing emotional intelligence and communicating with impact</b>	Developing an understanding of emotional intelligence and using communication skills to get the best from others	4 hours
2	<b>Communicating with impact practice</b>	Developing your ability to communicate assertively	4 hours
3	<b>Managing yourself and your stakeholders</b>	Enhancing your resilience when involved in tricky stakeholder interactions	4 hours
4	<b>Managing yourself and your stakeholders practice</b>	Developing your ability to extend your impact through influencing and negotiating	4 hours

## ■ Module 2: Business Acumen and Commercial Judgement

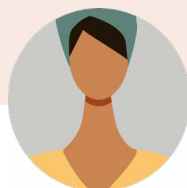
This programme features 4 engaging webinars led by commercial SMEs. The focus is on developing your **business acumen and commercial judgement**, 2 essential attributes for success in your current commercial role and future career. Through simulation exercises, you will apply these skills to make complex judgements alongside your peers. The webinars offer a valuable platform to connect with colleagues, exchange experiences, and gain insights from both commercial and leadership experts.

Throughout this programme you will receive ongoing support from the GCF and your line manager, to help you in shaping and achieving your goals. You will also be expected to take a proactive approach to your development to really benefit from what is on offer. You are encouraged to frequently check the GCC and the Knowledge Hub platforms for learning opportunities, events, red team and peer review activities.

Webinar	Title	Content	Duration
1	<b>Module essentials</b>	Gaining an insight into the aims and objectives and networking opportunities	2 hours
2	<b>Broadening your view</b>	Solving a commercial challenge	5 hours
3	<b>Looking to the future</b>	Making informed decisions and their impact	5 hours
4	<b>Achieving through teams</b>	Using your creativity and intuition with logic and analysis to shape and influence decisions	2 hours

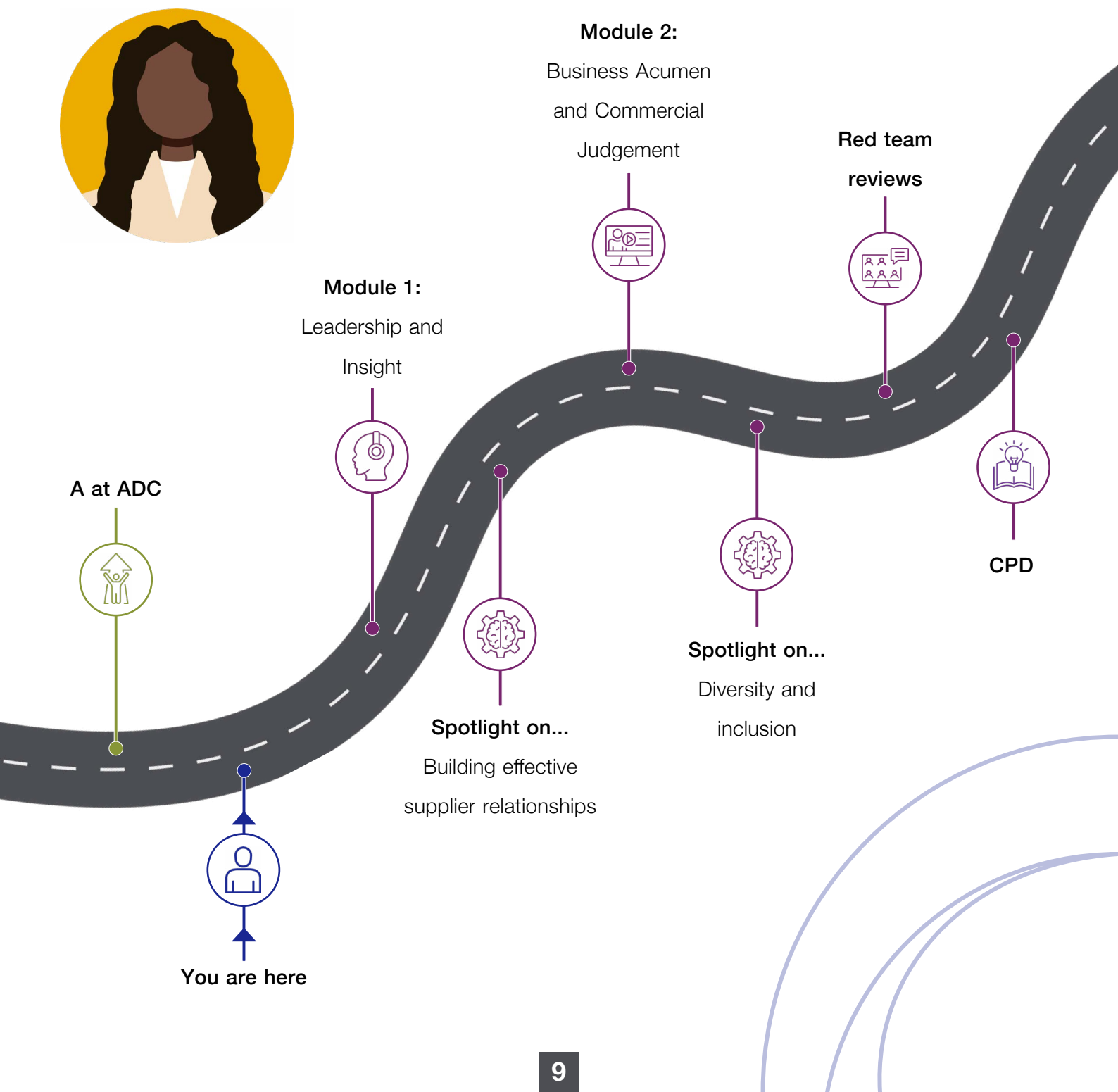
“The course was so relevant to my role and so interactive, that all participants were actively engaged throughout.”

**Learner**





# Anticipated accredited commercial lead journey



# Learner adjustments

We are committed to supporting you throughout your learning journey. Please let us know if you require any learner adjustments to enhance your learning experience.

Our team has extensive experience supporting candidates who require learning adjustments, and all information provided will be treated

confidentially. Even if you have previously shared this information with the ADC team before your assessment, we need to collect it again due to GDPR regulations.

You can let us know by submitting a learner adjustment request by emailing [gcclearneradjustment@cabinetoffice.gov.uk](mailto:gcclearneradjustment@cabinetoffice.gov.uk).



# Learning and development opportunities

There are a wide range of ongoing activities outside of the programme to support your learning and development, these are open to everyone within the GCO. If you are not part of the GCO and would like information about these opportunities, please contact the GCF Partnerships team (see the 'Useful contacts' section at the end of this brochure).

## ■ Spotlight on... sessions

The Spotlight on... sessions are an integral and important element of the commercial learning and development offer. They provide an opportunity to cover, in greater depth, areas of learning introduced over the course of the programme and encourage you to assimilate your knowledge and experiences. The sessions are delivered as either webinars or podcasts, which have been created using the expertise of highly experienced SMEs, crown representatives and ADC moderators.

**All Spotlight on... sessions can be found on the Government Commercial College.**

## Spotlight on... building effective supplier relationships

Working in partnership with suppliers can be an exciting and mutually beneficial experience, it can also bring difficult challenges and unwelcome surprises. The aim of this session is to explore different styles and approaches for working with suppliers and how to, appropriately, apply these.

## Spotlight on... diversity and inclusion

Exploring behaviours and tools that will enable GCF colleagues to create and sustain a diverse and inclusive working environment. The interactive masterclass is aimed at all GCF commercial and non-commercial staff.

## ■ Continuing professional development (CPD)

Accredited commercial professionals are commercial colleagues who achieved an 'A' at the ADC. As part of your accreditation, you must record your CPD. You are required to complete 150 hours of CPD over the course of your 5-year accreditation.

## ■ Talent moves

Talent mobility is considered a key part of the career development offer for those in the GCO. A flexible deployment model is currently available, which enables the GCO to offer enhanced career development opportunities to support developing breadth and depth of experience, we call these **‘talent moves’**.

Opportunities for talent moves across central government are available to GCO specialists with a talent rating in the **‘inverted L’** of the 9 box grid (**‘star’**, **‘excellent’**, **‘high potential’** or **‘strong’**). Talent moves can be temporary or permanent and are entirely voluntary.

Talent moves could benefit you if you need:

- opportunities to develop your breadth of experience and gain fresh insights
- experience of working in a different department
- to enhance your strengths or address a specific development need

For further information please contact [commercialresourcinghub@cabinetoffice.gov.uk](mailto:commercialresourcinghub@cabinetoffice.gov.uk).

## ■ GCF Knowledge Hub

This is the principal networking online platform, hosted on the Knowledge Hub. Within the [GCF Network](#) participants will be able to share news, views and requests for information, find networking opportunities, search for colleagues and events and use the best practice zone. Participants are advised to make their profiles as complete as possible.

## ■ Government Commercial College (GCC)

The [Government Commercial College](#) (GCC) is the web-based platform that will enable you to view and manage all aspects of your commercial learning.

## ■ Further questions

If you have any further queries about the programme, please contact the Commercial Learning and Development Team via [commercial-development@cabinetoffice.gov.uk](mailto:commercial-development@cabinetoffice.gov.uk).

# Useful contacts

-  ADC team: [gcfdevelopmentcentre@cabinetoffice.gov.uk](mailto:gcfdevelopmentcentre@cabinetoffice.gov.uk)
-  Commercial L&D team: [commercial-development@cabinetoffice.gov.uk](mailto:commercial-development@cabinetoffice.gov.uk)
-  Programme learner adjustment requests : [gcclearneradjustment@cabinetoffice.gov.uk](mailto:gcclearneradjustment@cabinetoffice.gov.uk)
-  Commercial Talent team: [commercialresourcinghub@cabinetoffice.gov.uk](mailto:commercialresourcinghub@cabinetoffice.gov.uk)
-  GCF Partnerships team: [gcfengagement@cabinetoffice.gov.uk](mailto:gcfengagement@cabinetoffice.gov.uk)
-  Bookings team: [gcfprog-bookings@cabinetoffice.gov.uk](mailto:gcfprog-bookings@cabinetoffice.gov.uk)
-  Government Commercial College email: [govcomcollege@cabinetoffice.gov.uk](mailto:govcomcollege@cabinetoffice.gov.uk)
-  Government Commercial College website: [www.govcommercialcollege.co.uk](http://www.govcommercialcollege.co.uk)
-  GCO Knowledge Hub group: <https://khub.net/group/government-commercial-organisation>
-  Development programme Knowledge Hub group: <https://www.khub.net/web/gco-development-offer>
-  Civil Service Learning: <https://identity.learn.civilservice.gov.uk>
-  Government Campus prospectus online: <https://prospectus.governmentcampus.co.uk/>
-  GCF LinkedIn: [www.linkedin.com/company/government-commercial-function](http://www.linkedin.com/company/government-commercial-function)
-  GCF X: [@GCF\\_Comms](https://twitter.com/GCF_Comms)