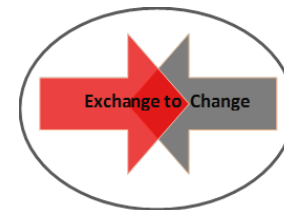
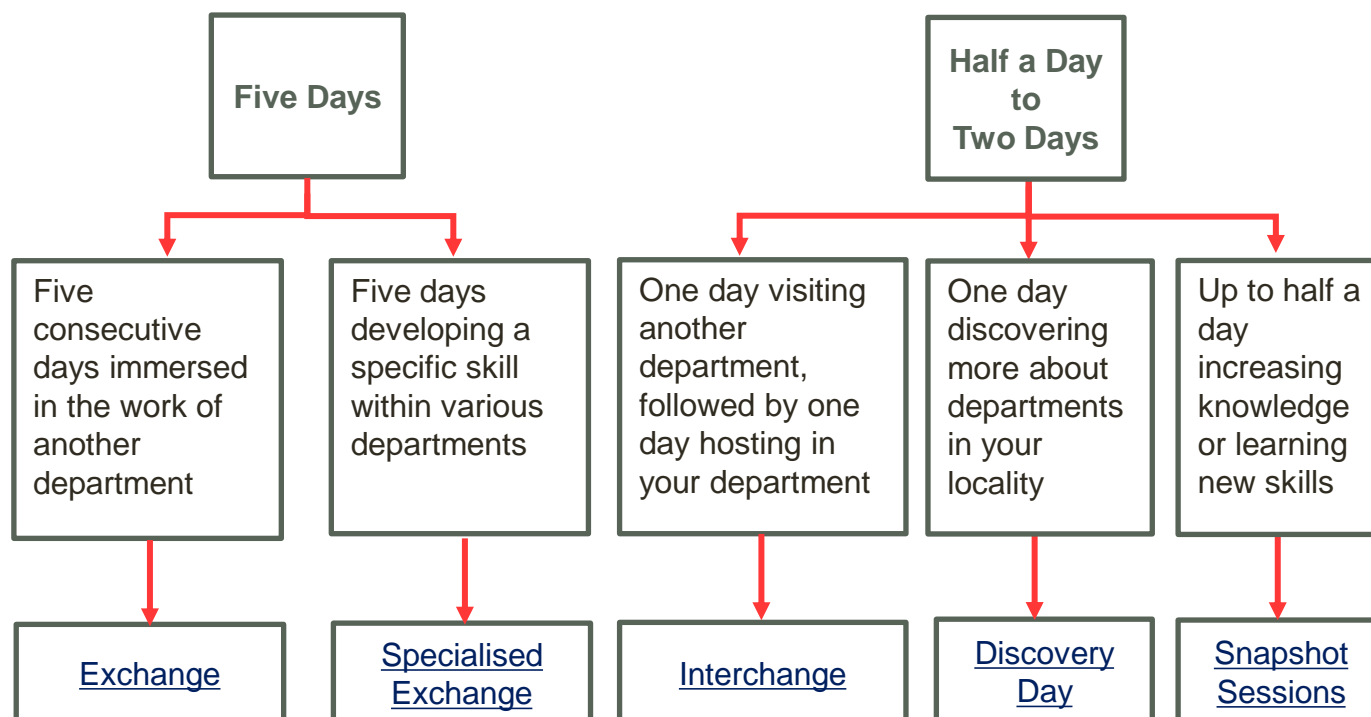


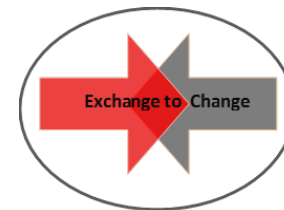


Exchange to Change Programme 2014-15



How many days learning and development would you like to undertake?





Exchange

Key Facts

- Spend five consecutive days within another Civil Service department in the North West
- Opportunities are available for grades AA – SEO (or equivalent) in participating departments
- Develop your competencies and build your knowledge
- Different working patterns can be accommodated
- Share your experience, new skills and knowledge with your home department

What is it?

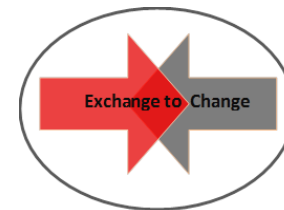
Spend five consecutive days working in a different Civil Service department in the North West, sharing your skills and acquiring new ones whilst experiencing how the business operates. You will have a unique opportunity to contribute towards the work of the department, share your ideas and establish cross-departmental contacts.

How to apply?

Exchange opportunities will be advertised within participating departments. If you would like to know if your department is taking part contact us at: CSNWExchange2Change@gmail.com

Please Note:

- *If you participated in the North West Exchange Pilot or the Opportunity Hub Pilot during 2013, you will not be eligible to apply for an Interchange, Exchange or Specialised Exchange.*
- *Civil servants will only be eligible to participate in **one** of the following opportunities during 2015: Two-day Interchange, Five-day Exchange or Five-day Specialised Exchange.*



Specialised Exchange

Key Facts

- Spend five days over a six month period with subject experts from other government departments in the North West
- Opportunities are available for grades AA – SEO (or equivalent) in participating departments
- Develop your competencies and build your knowledge
- Share your experience, new skills and knowledge with your home department

What is it?

Spend five days over a six month period with subject experts from other departments. A limited number of Specialised Exchanges will be offered in the following skills:

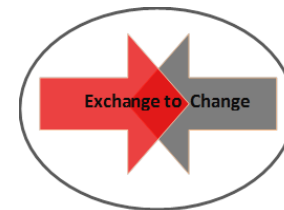
- Digital,
- Commercial,
- Continuous Improvement
- Leadership skills

How to apply?

Exchange opportunities will be advertised within participating departments. If you would like to know if your department is taking part contact us at: CSNWExchange2Change@gmail.com .

Please Note:

- *If you participated in the North West Exchange Pilot or the Opportunity Hub Pilot during 2013, you will not be eligible to apply for an Interchange, Exchange or Specialised Exchange.*
- *Civil servants will only be eligible to participate in **one** of the following opportunities during 2015: Two-day Interchange, Five-day Exchange or Five-day Specialised Exchange.*



Interchange

Key Facts

- Spend a day with a colleague from another different Civil Service North West department and then host them in your department
- Opportunities are available for grades AA – SEO (or equivalent)
- Interchanges will take place throughout 2015
- Share your experience, new skills and knowledge with your home department

What is it?

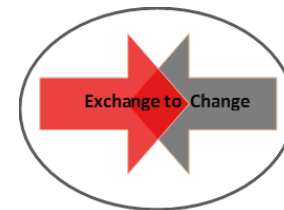
The two-day Interchange will provide you with the opportunity to spend one day with a colleague from another Civil Service department that you have a business or personal interest in. In return, you will then host this colleague your department for a day.

How to apply?

If you would like to apply for an Interchange, you will need to complete the application form (see CS Local Blog) and ask your line manager to provide endorsement. You should then send your completed form directly to the Exchange to Change Team at the following email address: CSNWExchange2Change@gmail.com

Please Note:

- *If you participated in the North West Exchange Pilot or the Opportunity Hub Pilot during 2013, you will not be eligible to apply for an Interchange, Exchange or Specialised Exchange.*
- *Civil servants will only be eligible to participate in **one** of the following opportunities during 2015: Two-day Interchange, Five-day Exchange or Five-day Specialised Exchange.*



Discovery Day

Key Facts

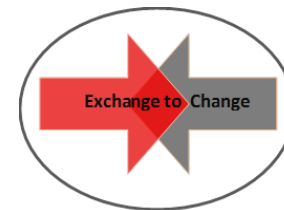
- Spend a day learning about different Civil Service North West department in your local area
- Opportunities are available for grades AA – SEO (or equivalent)
- Discovery Days will be held throughout 2015

What is it?

Discovery Days will allow you to find out more about the work of Civil Service departments in your local area. You will have the opportunity to meet other civil servants and increase your knowledge of the wider civil service.

How to apply?

Discovery Days will be advertised through the Civil Service Local Blog and instructions will be provided on apply for events. Places will be allocated on a first come first served basis.



Snapshot Session

Key Facts

- Spend up to half a day developing skills with civil servants from other departments
- Opportunities are available for grades AA – SEO (or equivalent)
- Snapshot Sessions will be held throughout 2015

What is it?

Snapshot sessions will provide you with an opportunity to share and learn a variety of skills and knowledge. Sessions will include:

- Competency Writing
- Interview Skills
- Enhanced IT Skills
- Using Social Media

How to apply?

Snapshot Sessions will be advertised through the Civil Service Local Blog and instructions will be provided on apply for events. Places will be allocated on a first come first served basis.