

RM1557.15 (G-Cloud) - Service Definition Document



Stephen Matthews & Associates Limited

Service Name:	Capability Mentoring and Coaching Service
Service Description:	Our specialist mentoring and coaching service supports buyers across all corporate functions—helping teams gain the skills and confidence to develop, implement, and improve their own functional processes, cloud systems, and services. This reduces long-term reliance on external providers and builds internal capability. Mentoring and coaching can be delivered on an individual or team basis, tailored to specific functional areas such as HR, Finance, Commercial, Digital, Projects, and Property.
On-boarding support:	Available
Off-boarding support:	Available
Configuration:	Available
Service Availability:	9 to 5 workdays
Business Continuity:	On Request
System and Tools:	Microsoft Teams
Implementation plan:	On Request
Training:	Integral to Service
Free Trial:	30 mins virtual workshop

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Functional Teams						
Service Scope	Programme Project Change Planning Governance Reporting Comms	Digital IT Security Service Management Architecture	Property Facilities Buildings Assets	Commercial Procurement Buying Contract Management	Finance Accounting Business Planning	HR L&D
Develop	•	•	•	•	•	•
Implement	•	•	•	•	•	•
Improve	•	•	•	•	•	•
Manage	•	•	•	•	•	•