

Tender Writing: Business Gain Without the Pain



COURSE OUTLINE

Overview

Are you spending more time writing tenders than running your business? Are you frustrated by consistently missing out on tenders? Would you like to be more efficient in preparing tender responses? Many people find tender writing to be a difficult and frustrating process requiring an enormous amount of work for often little return. Nevertheless, responding to tenders is a necessary evil in a competitive marketplace. **Tender Writing: Business Gain Without the Pain** gives you the skills to apply effective tender writing techniques to increase your chances of business success, and reduce your workload. This workshop will provide you with a better understanding of planning and completing a tender response, using limited resources.

Value Add

- The techniques learned give participants the ability to plan, write and complete a professionally produced tender response.
- The successes experienced during the program energize participants to make real changes in their tender writing approach.

Learning Outcomes

1. Knowledge of decision making and planning around the selection of tenders.
2. Knowledge and skills associated with the preparation of a toolkit and set of reusable resources for the facilitation of tender writing.
3. Knowledge of how to interpret criteria and prepare the most relevant response.
4. Knowledge of plain English writing techniques
5. Skills to apply different presentation techniques
6. Understand common terminology used in tender writing, its application and how to respond.
7. Ability to manage time effectively and reduce stress during tender preparation.
8. Skills associated with getting the most from feedback

This course would be ideal for...

- All staff involved in preparing tender responses, or managers of business development teams.

Contact Us

Level 2
"The Mansions"
40 George Street
Brisbane Qld 4001

Phone: 07 3012-8038
E-mail: enquiries@xlr8.net.au

Tender Writing: Business Gain Without the Pain



ACCELERATE
TRAINING + CONSULTING pty ltd

SAMPLE PROGRAM

Time	Topic	Participant Activity
9.00	<ul style="list-style-type: none"> • Welcome <ul style="list-style-type: none"> ⇒ Introduction of presenters ⇒ Introduction of participants ⇒ Context of workshop • Key questions to be answered by the end of the workshop • Tender writing—a step by step process <ul style="list-style-type: none"> ⇒ Identify suitable tenders ⇒ Plan tender response ⇒ Tender writing techniques 	<ul style="list-style-type: none"> • Introduction activity • Participants to brainstorm key questions and outcomes • Participants to undertake practical exercises in identifying and planning tenders, and assessing tender criteria
10.30	Morning Tea	
10.45	<ul style="list-style-type: none"> • Pricing to win <ul style="list-style-type: none"> ⇒ Your costing formula ⇒ Selling an investment • Tender toolkit and resources <ul style="list-style-type: none"> ⇒ Vital information ⇒ Support materials • Writing styles <ul style="list-style-type: none"> ⇒ Plain English writing ⇒ Selection criteria 	<ul style="list-style-type: none"> • Participants to undertake exercises in pricing tenders using organisation formula • Participants to develop appropriate toolkit to help with future tenders. • Participants will conduct practical exercises in plain English writing. • Various exercises in understanding key words used in tenders and framing responses around these words.
12.30	Lunch	
1.15	<ul style="list-style-type: none"> • The art of presentation • Time management and prioritising <ul style="list-style-type: none"> ⇒ Managing time and stress • The importance of feedback 	<ul style="list-style-type: none"> • Demonstration of effective presentation styles. • Participants to assess time management strategies using time management tool. • Use feedback to improve your tender process.
3.00	Afternoon Tea	
3.15	<ul style="list-style-type: none"> • Tender writing sins • Put it into Practice <ul style="list-style-type: none"> ⇒ Identifying Successes ⇒ How can you be more successful? • Review of original questions and expectations 	<ul style="list-style-type: none"> • Review of tender writing sins and how to avoid these. • Development of action plan for implementation on return to work. • Identification of success and continuous improvement
5.00	Finish	