

Reed has teamed up with Aspin Pty Ltd to bring you two half-day introductory workshops designed to teach you the necessary skills and techniques to successfully prepare a tender submission. Whether you need help to complete tender forms, brush up on your written communication skills or prepare a short-listed presentation, we have a workshop to meet your requirements.

Available Workshops:

- **Completing Forms and Writing Winning Words in Tenders**
Tackle the process of completing tender forms through working on sample forms, clarifying instructions and determining the requirements and scope your response. Ever been stuck for the right words or need to improve your written communication skills? Learn how to structure your tender submission and make an strong impact.
- **Preparing and Presenting Short-listed Presentations**
This course will show you how to plan and prepare for short-listed presentations. Learn how to make a good impression, choose the right strategy & approach, and respond to difficult questions with ease.

**Get the latest hints
and tips on preparing
winning tenders!**

About the workshops

Each workshop provides hands-on practical information, tailored to suit your needs. The expert trainers will equip you with the skills and knowledge to get you well on the way to writing that winning tender!

About the trainers:

Aspin Pty Ltd is a Registered Training Organisation (RTO). The trainers at Aspin Pty Ltd have prepared successful tenders for various organisations as well as a range of successful grant submissions to State and Federal Governments.



Tailored Tender Submission Workshops



**1/2 day
workshops**

How to register:

Complete the booking form and return to
Reed Construction Data with your payment.

Phone: 1800 80 60 60
Email: training@rcd.com.au
Fax: 1800 730 777



Course Outlines - Tailored Tender Submission Workshops

Course 1: - Part 1 Completing Tender Forms

Total Course Duration: 4 Hours

- The structure of tender forms
 - » Types of forms in tendering
 - » Typical contents
 - » The language of tendering
- Main types of forms
 - » Structures
 - » Advantages and disadvantages
 - » Traps and tips
- Scoping your response
 - » Mapping the content required
 - » Preparing content off-line
 - » Using a super template
 - » Managing word limits
- Examples of forms
 - » Practical demonstrations and group activity session using a range of sample forms
 - » Interpreting instructions
 - » Clarifying the requirements
 - » Sample responses
 - » Managing versions
 - » Lodging or submitting
- Questions, hurdles and summary

Course 1: - Part 2 Writing Winning Words in Tenders

- Working with a document structure
 - » Addressing the criteria
 - » Presenting a case
- Using a super template
 - » Benefits of a super template
 - » Building the template
- Selecting a voice
 - » Finding out how they tick
- Writing for your audience
 - » Personal Voice
 - » Plain English basics
- Adding the finish
 - » Layout basics
 - » Proofing and editing
 - » Diagrams, tables and graphs
- Knockout points
 - » Key selling points unclear
- Making an impact with words
 - » Lead-ins and pull-outs
- Writing for understanding
 - » Paragraph joiners
 - » Recaps

Course 2: Preparing and Presenting Short-listed Presentations

Course Duration: 3.5 hours

- Types of presentations
- Key messages for success
- Knock-outs
- Maximising impact
 - » Professional Approach
 - » Focused Content
- Focussing on your strengths
- Choosing a strategy for your clients
- Providing a solution
 - » Clarifying client needs and key requirements
- Selecting a presentation method
- Practising delivery
- Checking arrangements
- Delivery
- Making an impression
- Responding to questions
- Making an exit
- Evaluation
- Capturing
 - » Celebrating and debriefing
 - » Identifying strengths
 - » Working on weaknesses

REGISTER TODAY! See over for more details.

Tailored Tender Submission Workshops 2009

Course Name	Location	Date	Time	Investment	
				Per attendee	No. of delegates
Full Day Workshop	Sydney	<input type="checkbox"/> Friday 19th June 2009	8:30am - 5:00pm	<input type="checkbox"/> \$500.00+GST	
	Melbourne	<input type="checkbox"/> Friday 26th June 2009			
Completing forms and writing winning words in tenders	Sydney	<input type="checkbox"/> Friday 19th June 2009	8:30am - 12:30pm	<input type="checkbox"/> \$350.00+GST	
	Melbourne	<input type="checkbox"/> Friday 26th June 2009	8:30am - 12:30pm	<input type="checkbox"/> \$350.00+GST	
Preparing and presenting short-listed presentations	Sydney	<input type="checkbox"/> Friday 19th June 2009	1:30pm - 5:00pm	<input type="checkbox"/> \$350.00+GST	
	Melbourne	<input type="checkbox"/> Friday 26th June 2009	1:30pm - 5:00pm	<input type="checkbox"/> \$350.00+GST	

*Subject to terms and conditions listed over page

Other Options - Future Course Dates and Times

- Tick this box if you are interested in more information on alternative dates and times for the above courses. Complete your contact details below, return the form and we will contact you.

My Details:

Company Name: _____
 Contact Name: _____
 Position: _____
 Address: _____
 Suburb: _____ State: _____ Postcode: _____
 Email address: _____
 Phone: () _____ Fax: () _____
 Mobile: _____

Payment Calculator:

Course	Cost	No.	Total
Half day course	\$350.00		\$
Full day course	\$500.00		\$
Sub-total			\$
Plus 10% GST			\$
Grand Total			\$

Tick if you are a: RCD Subscriber RIS Subscriber

No. of attendees from the company: _____

Attendees names (list all):

Name: _____
 Position: _____
 Name: _____
 Position: _____
 Name: _____
 Position: _____
 Name: _____
 Position: _____
 Name: _____
 Position: _____

Payment Details:

I wish to pay \$ _____ by:

Cheque: I enclose a cheque made payable to Reed Construction Data

Credit Card:

Visa Mastercard Amex Diners

Card Number: _____ / _____ / _____ / _____

Expiry date: __ / __ CCV number: _____

Cardholder's Name: _____

Cardholder's Signature: _____

Fax your completed form to 1800 730 777

If paying by cheque, post to:
 Reed Construction Data,
 PO Box 5215, West Chatswood NSW 1515
 For more information call 1800 80 60 60

Training Terms and Conditions

1. Cancellation policy as follows will apply to all **Tailored Tender Submission Workshops**: Substitute delegates are always welcome. Cancellations received in writing up to 15 working days before a course will receive a full refund less 25% administration fee per delegate. No refund will be made after this time.
2. Your Account Manager will advise you as the subscription holder about the different training course options and will provide relevant brochures outlining the course content as requested.
3. Reed Construction Data will not offer refunds, exchanges or any sort of compensation after the course has been completed.
4. Reed Construction Data reserves the right to make changes to these terms and conditions. If any changes are made, we will endeavour to advise all delegates.
5. Reed Construction Data reserves the right to cancel any course, for any reason if the clients are given 48 hours notice.
6. If a course is cancelled, all paid bookings will be offered an alternative date for the SAME course, or they will be entitled to a FULL refund.
7. Pre-payment Policy: Full payment must be received 15 working days before the course to guarantee your place. A Tax Receipt will be forwarded once payment is received.