tenders-uk

The Master Bidders Programme

Programme Aims

Participants will gain the knowledge, understanding and practical skills required to excel within the area of competitive tender writing. The Programme will increase your commercial awareness and confidence and equip you with skills to create winning tenders

The project specific, objective focused way the programme is delivered will ensure you make tangible changes and improvements and that you are able to sustain these over time.

Who Should Attend?

The Programme is appropriate for all Directors, managers and staff working within provider services or business development who are involved in tender writing.

Programme Delivery

The Programme delivery is underpinned by a teaching and learning methodology that is informed by Appreciative Inquiry and Development. This approach seeks to identify and draw out the strengths and understanding that participants bring to the Programme and augment and develop these with expert tuition, facilitated discussion and coaching.

The three modules within the Programme are each structured to include 'pre-workshop' preparatory activities, workshop attendance, coaching support following the workshop which aims to promote 'embedding' of the taught content and, finally, a workshop day to explore and critically evaluate learners' experiences of 'embedment' and to plan how their successes will continue to be maintained and strengthened.

Programme Content

Module 1: Becoming Commercially Focused

Objective: To equip participants with the commercial skills necessary to operate effectively within a commercial and competitive environment.

- Project set-up (1 days)
- Before the Tender (1 day workshop)
    - Understanding the Tendering Process
    - Knowledge Management
    - Competitor Analysis
    - Partnerships and Consortia
- Getting ready for the ITT (1 day workshop)
    - The Decision to Bid
    - Requirements and Deliverables
    - Project Managing the Bid
- Implementation Coaching Support (3 days)
- Knowledge Embedment (1 day workshop)
    - Share Experiences
    - Capture and Document Successes
    - Create Plan for On-going Improvement

Module 2: Writing Excellent PQQs and ITTs

Objective: To develop skills and understanding that will consistently lead to the creation of excellent Tender Documents.

- Project set-up (2 days)
  - Situation Review – Analysis of Existing ITTs
  - Tailor Workshop Content
  - Set Pre-work for Delegates
- Creating an Excellent Tender Document (1 day workshop)
  - Understanding the Question
  - Analysing the Focus and Preparing Written Content
  - Business Writing Skills
- Implementation Coaching Support (up to 4 days phone/email)
- Knowledge Embedment (1 day workshop)
  - Share Experiences
  - Capture and Document Successes
  - Create Plan for On-going Improvement

Module 3: Underpinning Skills for Tender Writing

Objective: To equip managers with skills and knowledge necessary to achieve a success rate of over 60% in the tendering process.

- Project set-up (2 days)
  - Initial Capability Assessment
  - Tailor Course Content
- Underpinning and Core Skills (1 day workshop)
  - Making Your Content Credible
  - The Case Study
  - Communication and Presentation Skills.
- Implementation Coaching Support (up to 2 days)
- Knowledge Embedment (1 day workshop)
  - Share Experiences
  - Capture and Document Successes
  - Create Plan for On-going Improvement

Our Trainers

The trainers delivering the programme all have a deep understanding of adult learning theories and approaches and they will apply these to ensure a positive, rewarding and lasting educational experience. At every stage of the Programme our trainers will support you and ensure you are getting exactly what you need to from the experience.

Learning

Upon completion of this Programme, learners will:

- Have a strong sense of commercial focus and awareness
- Have gained confidence in their ability to operate in a competitive environment
- Have gained practical skills and insights into the construction of excellent tender documents
- Understand the project management aspects of tender writing
- Have developed a 'Standard Operating Procedure' for responding to PQQs and ITTs
- Have a detailed understanding of their organisation's Knowledge Management functions

Further Information
Email training@tenders-uk.org or call 01572 898211

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