

DEVELOP AND WRITE WINNING TENDER CONTENT CERTIFICATE

ENROL TODAY
COURSE COST \$445
6 modules: 5 – 6 hours study time

OVERVIEW

The Develop and Write Winning Tender Content Certificate is designed to help you develop an approach and content for answering a tender question, and write it in a winning format.

It is for professionals who answer single or multiple questions as part of a large tender response. These tenders are complex and the type of questions are equally challenging.

You will learn a step-by-step approach to address the elements for a winning tender, including:

- Identify an approach that will add value to the client
- Develop relevant content that addresses the question
- Ensure the response is compliant against the tender requirements
- Structure and write the response to answer the question in a compelling way.

WHAT YOU WILL LEARN

Module 1. Determine client objectives

- Identify the client's objectives as they relate to your question
- Understand how the client's objectives assist you to identify value-added opportunities in your response

Module 2. Determine client requirements

- Identify the compliance requirements from the tender document to address in your response
- Understand why it is important to address these requirements in your response

Module 3. Meet and exceed client requirements

- Learn to develop an approach and response to be compliant with the tender requirements
- Develop evidence of past relevant performance

Module 4. Add value to your approach

- Conduct a competitive and an internal SWOT
- Identify opportunities to add value to your approach and response

Module 5. Answer the question

- Identify component parts of the question and determine what the question is asking
- Apply the evaluation criteria to the question

Module 6. Write a winning response

- Design a response structure and outline
- Write a response using written examples and writing tips.

Is this course for me?

The Develop and Write Winning Tender Content Certificate is designed for professionals who complete complex tender responses as part of a large tender team, and want to improve their tender writing skills.

Course includes:

- Download training notes
- Support while you study
- Certificate of completion
- Immediate and unlimited access.

This course is suited to business development and sales personnel, proposal specialists, subject matter experts, such as finance, HR, communications and technical specialists, and other business professionals who are involved in tendering.

It can be applied across a wide range of industries, including but not limited to:

- Professional services and consulting
- Engineering, manufacturing, maintenance and construction
- Transport
- Computing, IT and telecom
- Aerospace, security and defence
- Not-for-profit organisations
- Educational institutions.

If you are new to tenders, we recommend the Introduction to Tenders and Tendering as prior learning.

How long will it take me to complete?

You can complete the Develop and Write Winning Tender Content Certificate at your own pace. Typically, it takes between 5 – 6 hours to complete all six modules.

The length of time required to complete the course may vary depending on your skill level, your previous experience and level of computer literacy.

How do I access the course?

Once you buy and enrol in the course, you will receive an email with your log-in details to access to the course.

The Develop and Write Winning Tender Content Certificate is delivered online via the Tender Training College's e-learning system. You will require an Internet connection and speakers to complete the course.

You can access this at any time, and stop and start the certificate as you like.

Is there an assessment or exam?

Our competency based training and assessments means you will be tested on your knowledge throughout each module. This means the learnings from the Develop and Write Winning Tender Content Certificate are embedded, and you can apply them to writing tenders immediately once you complete the course.

You will complete a Final Assessment at the end of each module. A certificate will be awarded at the completion of the course and when you gain an 80% pass in each of the Final Assessments.

Prior learning requirements

The **Introduction to Tenders and Tendering** is recommended as prior learning – purchase these with the Develop and Write Winning Tender Content Certificate as the Tender Equipped Package and save.

ENROL NOW >