

# SECURE YOUR FUTURE



**AUSTRALIA AND NEW ZEALAND'S  
TENDER TRAINING SPECIALIST**

[www.tendertrainingcollege.com.au](http://www.tendertrainingcollege.com.au)



# TAKE CHARGE OF YOUR SUCCESS

*“Tendering successfully is as much a skill to be learned as any other aspect of business.”*

*Domini Stuart – Journalist and Author*

Tender Training College is committed to empowering you with the knowledge and skills to respond more effectively and successfully to government and private sector tenders.

We want to help you to secure your current position, find new employment possibilities, or grow your business through winning more contracts.

Our team is made up tender and education specialists. We understand the challenges of tendering for professionals, and have developed quality training packages that target the specific needs of small and large businesses.

We have courses for tender beginners so you can confidently participate in tendering, and certificates to improve your tender writing and bid pricing skills to give you the competitive edge.

And we will customise our training programs to meet your organisation’s specific learning requirements to enhance the effectiveness of your tender team.

## WE OFFER

- Self-paced online certificates
- One-on-one or group virtual ‘live’ training (via video conference)
- Customised in-house training for companies and groups
- Interactive public workshops.

## WHY TRAIN WITH US



### PERSONALISED SUPPORT

We will guide you to the most suitable tender training program, and then support you while you study and in the tendering environment.



### EXCELLENT VALUE

Our courses are high quality, affordable, and accessible for all professionals – whether from small or large business.



### TRAIN EFFICIENTLY

We don’t want you to waste time learning skills you don’t need. Our training packages target only the specific skills and knowledge you, or your team requires.



### PROVEN FORMULAS

You will learn step-by-step processes, and receive checklists and frameworks that have been proven to be successful in the bidding environment.



### COMPETENCY-BASED LEARNING

We test you as you learn, so expect to see tangible results in the real-life tendering environment!



### ENGAGING AND FUN

We use videos and voice-overs and tender scenarios to help make tender training enjoyable.

# ABOUT US

Tender Training College was established in 2017 by Kate Burrows, one of Australia's most successful tender consultants.

Kate has helped businesses win more than \$25 billion in new contracts and has spent more than 15 years coaching business professionals on how to improve their tendering performance.

*"I have seen how stressful, time consuming and costly tendering can be if not done correctly – particularly, when there is a lot at stake.*

*"I am passionate about empowering professionals with the knowledge and skills to take the guesswork out of tendering, and to be more efficient and successful."*



## WHAT OUR CUSTOMERS SAY



*"I have been lucky to see the financial gain from this course as only today my company was awarded a tender that I was lead bid manager on."*

**Wayne Nicholson**  
Sales Manager  
ARA Fire, Queensland

*"Great short course which I'm confident will prove to be very useful in the future!"*

**Paul Barras**  
Executive Assistant  
Anchor Inc, Melbourne

*"I recently completed the Introduction to Tenders and Tendering Certificate with no background knowledge on this subject. The program was easy to follow, format well designed, and after completion I have gained essential knowledge and a clear understanding of the steps supporting the process."*

**Magdalene Julius**  
Safety Health Environment and  
Quality Manager, Drain Cleaning  
Services, Sydney



# COURSES AND SERVICES

We have you covered with a number of training options, including:

- Tender introductory courses
- Tender writing courses
- Tender pricing courses
- Tender reviews of past or current tenders
- One-on-one tender consulting and training.

## DELIVERY MODES

**Self-paced online certificates**



**Virtual 'live' training**  
– via video conference  
– for individuals or groups



**Interactive public workshops**  
– in major capital cities



**Customised in-house workshops**  
– for tender teams and groups



# IN-HOUSE TRAINING

Customised training for companies or industry groups

**A tender team with the right skills and capabilities can mean the difference between winning and losing a bid.**

Our in-house training solutions are designed to meet your organisation's specific learning requirements, and to improve the tendering skills and capabilities of your people.

We will work with you to identify the skills and knowledge required, and develop a customised training program to address these.

We also use tenders from your business in the training for greater relevancy.

- Win new business with a consistent standard of skill and capability in your organisation
- Save time responding to tenders with proven, step-by-step processes
- Improve productivity and performance through competency-based learnings and assessments
- Achieve greater engagement with increased understanding of the tender process.

***“Transdev is delighted with the results achieved through the Tender Training College. Our internal tender capabilities have significantly increased resulting in less outsourcing/more internal delivery. A key additional benefit from the tender training course was the identification of both tendering talent and level of interest by staff to support tenders.”***

**Sean O'Neill**

Deputy Business Development Director – Projects  
Transdev Australasia



## OUR IN-HOUSE TRAINING EXPERIENCE

The following companies are just a few that have utilised our in-house training:

- Beaumont Concreting
- CPB Contractors
- Ross Mitchell & Associates
- Transdev Australasia
- Successful Projects
- Australian Electronic Maintenance Services Weedmasters
- Bluewater Stainless

**CALL US ON 1300 414 000 OR EMAIL [SUPPORT@TENDERTRAININGCOLLEGE.COM.AU](mailto:SUPPORT@TENDERTRAININGCOLLEGE.COM.AU) TO DISCUSS YOUR TRAINING REQUIREMENTS.**

# LIVE ONLINE TRAINING FOR INDIVIDUALS AND TEAMS

## Train your team, live and online

Upskill efficiently with the convenience of live virtual training for individuals and teams.

Our training programs include the Tender Essentials Workshop and Tender Writing Masterclass. These are delivered via video conference across a single session or a number of sessions at a time that suits you.

Training is flexible and can be customised to meet your specific learning objectives – call us so we can design a program that works best for you.

Gain the benefit of highly individualised programs, which can be tailored to include your past or current tenders, or a mix of blended learning.

*“Course was amazing, learnt so many new skills right from the first lesson that we have been able to implement instantly within our organisation. Kate delivers a fantastic course even over a challenging virtual platform.”*

### Matthew Vickers

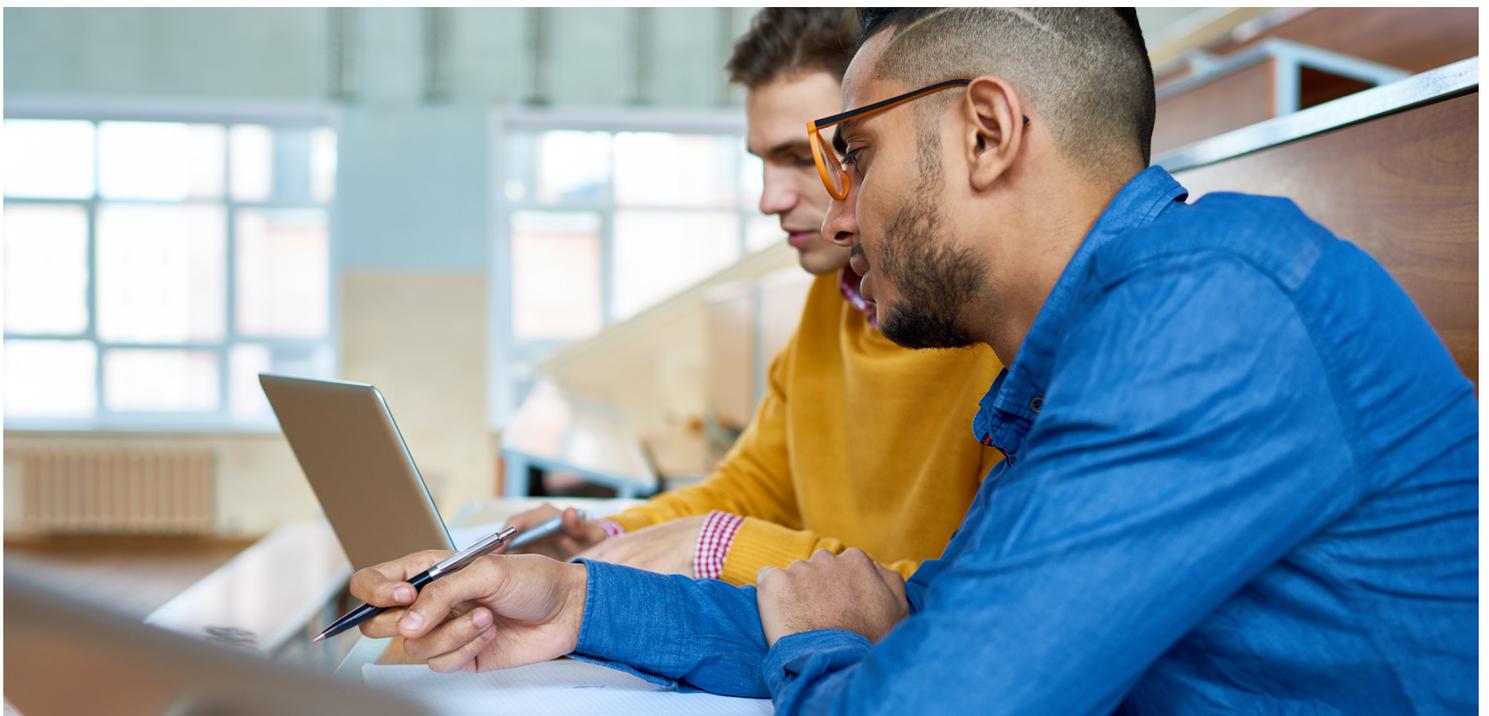
Business Development Manager,  
Australian Electronic Maintenance Services

## How our online live training works

1. Contact us to discuss and confirm your training program
2. Schedule sessions for delivery of training
3. Receive the link to the virtual training room and notes one day prior to your session
4. Join video call at scheduled time and start learning

## Industry sectors who regularly use our training to improve their tender process

- Manufacturing and Engineering
- Building and Construction
- Maintenance and Facility Management
- Transport and Infrastructure
- Resources
- Not for Profits
- Higher Education
- Consulting and Accountancy
- FMCG
- Healthcare
- Security



# ONLINE COURSES

Enhance your professional development

## COURSES FOR SMALL AND MEDIUM-SIZED BUSINESS AND NOT-FOR-PROFIT PROFESSIONALS



### Tender Fundamentals Certificates

Get the knowledge of the tendering basics and practical tips to get started in tendering and prepare a winning bid.

[LEARN MORE >](#)



### Tender Writing Certificate

Learn a step-by-step process to write a top-scoring tender response that is compliant and compelling.

[LEARN MORE >](#)



### Price a Competitive Bid Certificate

Understand the key elements of preparing a winning tender price to put you ahead of the competition.

[LEARN MORE >](#)



### Tender Pricing Fundamentals Certificate

Will provide you with the essential skills and knowledge of pricing a bid for government or private sector tenders.

[LEARN MORE >](#)



### Review My Tender Online

Submit your draft tender response for an independent evaluation by our expert trainers before you submit it to the client.

[LEARN MORE >](#)

**SAVE WITH OUR COURSE PACKAGES** [LEARN MORE >](#)

## COURSES FOR PROFESSIONALS IN LARGE BUSINESSES



### Introduction to Tenders and Tendering Certificate

Obtain the knowledge of the tendering basics, and how to participate as a valuable member of a bid team.

[LEARN MORE >](#)



### Develop and Write Winning Tender Content Certificate

Learn how to develop content for answering a tender question, and write it in a winning format.

[LEARN MORE >](#)



### Price a Competitive Bid Certificate

Understand the key elements of preparing a winning tender price to put you ahead of the competition.

[LEARN MORE >](#)



### Tender Pricing Fundamentals Certificate

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# ONLINE COURSES

## WHY STUDY ONLINE

**Our online courses offer you the freedom and flexibility to learn new skills when it is convenient for you.**

Learn how to improve your tender writing, or the key steps to prepare a bid, or how to price your tender competitively.

### **COURSES ARE DESIGNED FOR INDIVIDUALS IN EITHER:**

- **Small to medium-sized business and not-for-profits**
- **Large corporate businesses**

We know the size and complexity of tenders varies depending upon the size of business you work in. So, we have designed our courses so that you learn only the skills that are relevant for the size of tenders you complete.

Our small business course are designed to be succinct and completed efficiently so that you can get back to business as soon as possible.

Courses for people in larger companies are slightly longer and more complex to reflect the more complicated tenders they complete.

### **NEED HELP DETERMINING WHICH TRAINING PATHWAY IS BEST FOR YOU?**

**CALL US ON 1300 414 000 TO DISCUSS YOUR REQUIREMENTS.**



### **AFFORDABLE AND ACCESSIBLE**

Cost effective training which can be accessed via the Internet



### **INSTANT ACCESS**

Start studying straight away with our online courses



### **STUDY ON ANY DEVICE**

Complete your study when and how it suits you



### **FREE SUPPORT**

Offline and online support while you study



### **TRAINING NOTES**

You will receive notes to support your training course



# PUBLIC WORKSHOPS

Hands-on, interactive tender training

If you prefer learning in an interactive classroom environment, our public workshops are held regularly in Sydney, Brisbane and Melbourne.

Join Tender Training College Managing Director and Founder, Kate Burrows, as she shares with you proven, bid-winning formulas and practical tips for tender success.

Participants receive supporting material, and the chance to meet like-minded individuals.



**CONTACT US FOR 2021  
WORKSHOP DATES**



## COURSES

### TENDER ESSENTIALS WORKSHOP

#### HALF DAY COURSE

For professionals new to tendering

Learn a proven approach to preparing a tender response, with a step-by-step process and practical tips for developing a high-quality proposal. This course is suited to professionals who are new to tendering, as it covers the fundamental elements to start bidding effectively. You will understand how a tender is evaluated, the various components of a bid document, the key elements to manage a proposal, an overview of how to develop the key deliverables and how to format a high quality proposal.

### TENDER WRITING MASTERCLASS

#### ONE DAY COURSE

For professionals with some tender experience

Improve your tender writing skills and avoid the common mistakes with this one-day course. A follow-on to the Tender Essentials Workshop, this masterclass will provide you with a proven, step-by-step process to make tender writing easier, and more efficient and effective. This workshop will teach you how to develop a client-focused response, how to ensure you bid is compliant, how to answer questions completely and compellingly, and make it easier to read, evaluate, and score top marks.

*“Kate is a great presenter and is very informative. The course information was super relevant and useful and will definitely help me in the tender process.”*

**Russ Plummer**  
Account Director  
Helium Creative, Sydney

# TENDER REVIEWS

Review My Tender Online provides a quality check of your tender – before it is submitted

## CURRENT TENDERS

We provide helpful feedback to improve your proposal and ensure it is of the very best quality before it is received and evaluated by the client.

We offer the convenience and accessibility of an online and independent review – whether you are preparing a complete tender or responding to a single question.

Not only will you build your tendering capability through the evaluation, it will also help you embed a review process which is an important component of a high quality submission.

## PAST TENDERS

We can also apply the Review My Tender Online service to past tenders to identify areas of improvement.

We will evaluate your previous response against a set of pre-determined criteria, which make up the components of a successful tender.

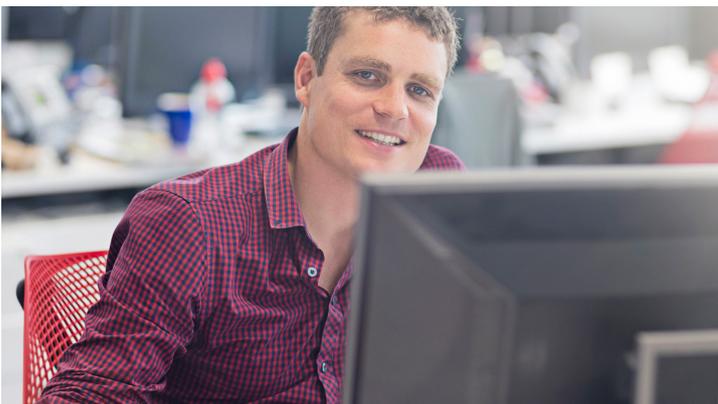
From here, we can provide advice on the best way to meet those areas of improvement, including customised training options.

## BENEFITS OF REVIEW MY TENDER ONLINE



- Increase your win rate
- Take control of your success
- Improve your tendering skills
- Enhance your company's reputation
- Receive personalised feedback and follow-up.

[FIND OUT MORE >](#)





**1300 414 000**

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