

# Tender Writing: Business Gain Without the Pain

## Accelerate Training and Consulting Pty Ltd

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?

Attend **Tender Writing: Business Gain Without the Pain**, and learn how 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.

In this course, you will take a journey with trainers who have experienced the pressures of responding to tenders in the government and private sector, and understand your needs.

**This one day Seminar is being held monthly in a convenient CBD location.**

**Call or email to confirm interest and nominate an appropriate date**

### Topics

- *Tender writing – a step by step process*
  - ⇒ *Identify suitable tenders*
  - ⇒ *Plan tender response*
  - ⇒ *Tender writing techniques*
- *Pricing to win*
  - ⇒ *Your costing formula*
  - ⇒ *Selling an investment*
- *Tender toolkit and resources*
  - ⇒ *Vital information*
  - ⇒ *Support materials*
- *Writing styles*
  - ⇒ *Plain English writing*
  - ⇒ *Selection criteria*
- *The art of presentation*
- *Time management and prioritising*
- *The importance of feedback*
- *Tender writing sins*

(Suitable for all staff involved in preparing tender responses).

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

**Cost:** \$385 per person (GST incl.)  
(Significant discounts available for multiple clients from one organisation)

**Contact Accelerate and register your interest:**

**Phone:** 07 3012-8038

**E-mail:** [enquiries@xlr8.net.au](mailto:enquiries@xlr8.net.au)

**Website:** [www.xlr8.net.au](http://www.xlr8.net.au)



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