

Delivering Successful Tender Interviews

ONE-DAY IN-HOUSE WORKSHOP

Introduction	<p>This can be run as a standalone workshop to refresh win work skills or as part of an integrated approach to revitalising win work processes.</p> <p>It focuses on presentation skills for those involved in presentations at the Tender Interview stage. It will refresh and remind delegates of the main aims and objectives of delivering presentations, the essential 'must do's' and how to avoid the pitfalls. It identifies the correct steps to take when presentations or interviews arise and suggests formats that will influence clients and client teams.</p> <p>It provides the opportunity for delegates to practice these new skills during a series of mock tender interviews with video critique, evaluation and analysis. It introduces a logical approach that can be applied with confidence and professionalism and provides excellent outline structures to follow. It enforces the concept that professional presenters are often not 'naturals' and also helps accomplished presenters to maintain high standards and keep presentations dynamic</p> <p>Delegates discover these techniques and develop their own personal skills through task orientated role-play sessions. By using the check lists and prompts provided this will help embed a "memory" of best practice to use in future Tender Interview presentations.</p>		
Objectives	<p>Upon completion of this workshop delegates will:</p> <ul style="list-style-type: none"> • Understand the main objectives of delivering presentations at tender interviews • Action the essential steps during the preparation and research phase • Develop their own logical format to developing well-conceived client centric presentations • Focus on the critical issues when "presenting" at the tender interview • Learn how to use powerful personal skills and techniques including body language, overcoming nerves, dealing with questions and difficult people • Understand how to work as a team and to "close" effectively 		<p>Develop skills related to the following competencies:</p> <ul style="list-style-type: none"> • Commercial Awareness • Creative Thinking • Client Focus • Empathy • Team Working • Communication
Suitability	<p>This workshop is designed for leaders and directors who undertake anchor man roles, all senior managers, such as Project Managers, Design Managers, M&E Managers, Estimators, Commercial Managers and directors as well as all personnel who are required occasionally to attend tender interviews. It will also be valuable to anyone looking to improve their presentation skills for one-off events.</p>		
Content	<p>PREPARATION</p> <ul style="list-style-type: none"> • Research & collate material • Planning the presentation • Visual aids & handouts • Working as a team 	<p>THE PRESENTATION</p> <ul style="list-style-type: none"> • Overcoming nerves • Retention of information • How to discourage/encourage questions • Rehearsal & practice 	<p>POST PRESENTATION ANALYSIS</p> <ul style="list-style-type: none"> • Audience assessment • Review performance • Assessment and scoring
<p>Location In-house at your venue Duration One-day CPD 7 hours Cost for maximum 12 delegates £2250.00 (plus vat and travel costs)</p>			
Testimonials from past delegates	<p><i>'An excellent delivery of a subject that we all find difficult. Very informative and entertaining with a good dynamic within the group'</i></p> <p><i>'Essential for anyone client-facing'</i></p> <p><i>'Workshop was interesting and practical - offers simple and effective methods of improving skills'</i></p> <p><i>'The only presentation course that I have been on that attempts to make you think about what the client wants to know'</i></p> <p><i>'It was inspirational and critical in a constructive manner. Very easy to learn from the points raised'</i></p> <p><i>'A valuable way of learning from your current practices and deliver more focused, capable and timely presentations'</i></p>		



Business development solutions that win more work

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