

MANUFACTURE COFFS COAST TWO DAY WORKSHOP

Tendering and Documentation Development

PRESENTERS	Day 1:- <u>Shipley Asia Pacific</u> Day 2:- <u>Realisation</u>
WHEN	9am to 4pm Tuesday 24 & Wednesday 25 November 2009
WHERE	Bonville International Golf Club (the BIG Club) North Bonville Road, Bonville (see Map attached)

The aim of this **two day** intensive workshop is to build skills in the region that will assist member organizations to win local, national and international business – maintaining and increasing manufacturing’s significant contribution to the economy of the Mid North Coast.

The network has identified that the ability to win competitive tenders is a key to its members’ sustainability.

The two day program will be conducted as follows:

Day 1: Winning Tenders as a Small to Medium Size Enterprise (SME)

The “Winning Tenders as an SME” workshop will address the specific needs of small to medium enterprise in responding to tenders either as the primary bidder or as a subcontractor. It introduces participants to key areas as follows:

- What is a tender
- How to find tenders
- Why people use tenders
- What is a confirming / nonconforming tender
- Understanding desired and required specification
- Tender timelines
- Present your response in simple format
- Know your tender will be evaluated
- Review your tender process
- Understanding how buyers see your proposal
- Contributing to tenders as a subcontractor
- Addressing the “Information Gap”
- The purposes of a proposal
- Planning your response
- Pricing to win
- Writing skills
- Developing a compliant response
- Using graphics to sell your story

Day 2: Documentation of OH&S & Company Policies and Procedures

Many proposals require that someone who tenders provide copies of policies and procedures to demonstrate compliance with a range of requirements including Occupational Health and Safety, Environmental management, Recruitment, Training and Human Resources management, Quality systems, Business continuity and disaster recovery.

This workshop will cover:

- The real business benefits of good process documentation
- The importance of document ownership
- How to identify processes
- How to use the Realisation TOPIC planning method
- The use of flowcharts
- Creating online documentation
- Using play script and roles to simplify instructions
- How to improve your writing with active voice and Plain English
- Review processes and how to make them effective

REGISTRATION:

This is an intensive two day workshop with limited places, therefore early registrations are recommended.

In order to attend you must register for the two days of the workshop.

Please refer below for registration details:

- Cost is \$250 per person for Manufacture Coffs Coast Members
- A limit of one person per business
- Cost is \$475 per person for non members
- **As there are only 20 places, payment with registration will gain preference**
- **Payment** by cheque made out to: Nambucca Shire Council
PO Box 1028, Coffs Harbour

OR **Credit Card**

Lunch, morning & afternoon tea will be provided.

I encourage you to attend this valuable training opportunity with renowned presenters providing a very professional and informative workshop.

RSVP by **Monday 16th November 2009** to louise.potter@business.nsw.gov.au or fax to 6658 0303 (fax back form attached).

If you have any queries regarding the function please do not hesitate to call me on 6651 9945 or email louise.potter@business.nsw.gov.au



Louise Potter
Business Development Officer