



**BiD Masters**

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## **Bidmaster Training**

**SPECIALIST**

**Bid Communications - Preparing the  
Proposal/Response**

**Course Overview**

## BID MASTERS TRAINING PROGRAMME

The BiD Masters training programme commences with the Fundamentals course, which aims to ensure a clear understanding of the common basics of the bidding profession. This feeds into specialist training in the key areas: Bid Management; Bid Communications; Bid Capability; Bid Knowledge Management; and Client Liaison. These courses will equip you with the professional knowledge, skills and behaviours required to succeed in your chosen role within the profession.

### Who will benefit from the Bid Communications course?

This course is designed for people whose role involves preparing the submission document, including written content, visual content, and production. Typical role titles are Proposal Manager, Proposal Architect, Bid Writer, Proofreader, Bid Reviewer, Graphic Designer, Formatter and Production.

### How is this course delivered?

The Bid Communication course consists of a single module called Preparing the Proposal, which is delivered via engaging video training content and a virtual bid room simulation with industry experts. The content is available on-demand 24/7 to provide flexibility. The course is 100% online.

## PREPARING THE PROPOSAL

### Overview

This module is focussed on the preparation of the submission document, from receipt of the solicitation document through to submission to the evaluator. In addition to the knowledge required, the module covers the skills and behaviours necessary to successfully prepare a compliant, concise and compelling proposal.

Successful completion of this module and course entitles learners to the title of Certified Bidmaster.

### Course Curriculum

The course includes:

- ITT analysis and dissection
- Response structure
- Document control/discipline
- Writing guide
- Bid writing
- Using evidence
- Document reviews
- Executive summary
- Proofreading
- Graphics/DTP

### What is the time commitment?

The time commitment for completion of this module is:

- Micro-module video content is self-paced, but a minimum of 2-3 hours should be allowed.
- The virtual bid room simulation exercise will take 4 hours.

### FAQS

#### Do I receive a certificate after completing this training?

Yes. On successful completion of any of the BiD Masters' specialist courses, learners are awarded a Bidmasters Certificate.

#### Is this course CPD Certified?

Yes. This course has been independently certified as conforming to universally accepted Continuous Professional Development (CPD) guidelines and comes with a Certified CPD Statement as well as a Bidmasters Certificate.

#### Can I fit the course around my schedule?

This course is designed as self-paced learning. Each video is between 4 and 10 minutes long. You can start and stop in line with your commitments. Although we recommend completing the course in one sitting to provide continuity, we understand this is not always possible and different people learn in different ways. The Virtual Bid Room Simulation is completed online in our virtual environment. We have scheduled multiple sessions that can be booked to suit your preferred timeline.

#### What devices can I access the course material on?

This is a fully online course. You will need to be able to play videos with sound. An internet connection is required to access the course. For the sessions held in the virtual environment, you will need a microphone so you can communicate with your colleagues and trainer in the bid room. It is possible to access the course from any internet-capable device, but we recommend a tablet, laptop or desktop computer to ensure the optimal experience.

#### Can I do more than one Specialist Course?

Yes. If you complete all four Specialist Courses, you are considered a Senior Bidmaster.

[Register for this Course](#)