



# **Bidmaster Training**

**FUNDAMENTALS OF BIDDING**

**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 fundamentals course?**

This is the ideal entry point for people new to the profession or those who have “fallen into it”, without the benefit of training.

### **How is this course delivered?**

The Fundamentals course consists of two modules, both of which are delivered via engaging video training content and a virtual bid room experience. The videos are available 24/7 and are on-demand to provide flexibility. The course is 100% online.

## **PART 1 – BACKGROUND TO THE BIDMASTER PROFESSION**

### **Overview**

This first part provides a broad overview of the skills and personal qualities necessary to be successful in the profession and helps learners develop a clear understanding of how their skills align with those required. This is particularly useful for people new to the workplace.

This provides the basis for Module 2 – Understanding the Profession.

### **What is the time commitment?**

This is a self-paced course, broken into micro-modules to allow you to complete it in the way that suits you best. Overall, it should take approximately one hour to complete.

## **PART 2 – UNDERSTANDING THE BIDMASTER PROFESSION**

### **Overview**

This module describes the entire opportunity pursuit lifecycle, providing essential insight into various aspects of the profession.

This provides the background necessary for learners to identify their preferred role and access appropriate

specialist training. Successful completion of this course entitles learners to the title of Trained Bidmaster.

### **What is the time commitment?**

This is also broken into micro-modules for your convenience. Overall, it should take approximately 1-2 hours to complete.

## **PART 3 – VIRTUAL BID ROOM EXPERIENCE**

Following the training, we will take you into our virtual learning suite, where we will provide you with an insight into a typical bid environment.

## **PART 4 – ASSESSMENT**

There is a short assessment at the end of the course to help you to consolidate your training. Successful completion of this will allow you to download our completion certificate.

## **PRICE**

The cost of the course is £250 including VAT.

## **FAQS**

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

Yes. The Fundamentals course comes with a downloadable Bidmasters course completion certificate outlining the course and its content and verifying completion.

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

This course is designed as self-paced learning. Each module 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.

### **On what devices can I access the course?**

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.

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