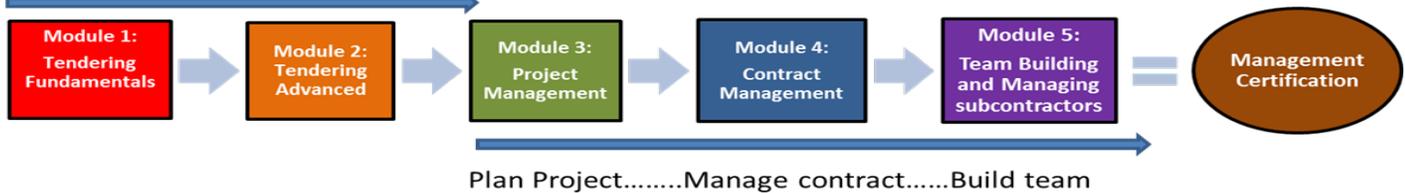


Module	PD Modules 2016	April	June	August	October
1	Tendering Fundamentals	4th	6th	22th	24th
2	Tendering Advanced	5th	7th	23th	25th
3	Managing the Contract	6th	8th	24th	26th
4	Managing the project	7th	9th	25th	27th
5	Managing subcontractors	8th	10th	26th	28th

2016 Module dates

Competency building for new projects

Prepare...Present to win...You've won!



Key Outcomes/benefits

- Proven strategies to plan & win tenders, contracts, projects
- Live tender presentation platform
- Manage risk the robust way: from transition to handover
- Manage performance as a contract or project manager
- Key to building and managing teams, subcontractors
- Smart action learning with colleagues
- Accumulate CPD points
- Align with the Victorian Industry Participation Policy to create more opportunities for Victorian communities and businesses to grow and become more productive and competitive in the global marketplace

Format



This highly participative workshop style program blends a variety of different methods, including presentations, facilitated group discussion, live examples from your company, project team work groups, exercises and case examples. The format allows participants to openly discuss issues from within their own organisation and benefit from the collective experience of participants and presenter.

Key Topics

1. Tendering Fundamentals:
 - Setting yourselves apart from other Competitors
 - Planning the tender
 - Tender Costing & Estimations
2. Tendering Advanced:
 - Prepare/ present tender in front of assessment panel
3. Contract Management
 - Understanding the contract
 - Managing the contract
4. Project Management:
 - Performance Management
 - Risk and transition management: Handover
5. Managing teams and subcontractors:
 - Selecting and building your team
 - Effective ways of working together

Powerful Program Director

Beverley Honig BA LLB MBA is the 2015 winner of 100 Women of Influence, awarded by the Australian Financial Review and Westpac Bank.

CEO of Honeylight Enterprises Pty Ltd and is well known in industry and government as a business guru, with a background as an international lawyer and master facilitator. Ms Honig brings a wealth of global commercial experience in the areas of supply chain management, contracts, projects and sourcing, and as executive general manager at Coles Myer Ltd, with responsibilities for asset portfolios worth \$billions. She is the published **author of the authoritative bestseller business book "Making Contracts Work"** and an international public speaker. Beverley is the Presiding Judge, Essential Services Commission Appeals, has held board directorships across multiple industries, including Board Director Melbourne Markets, Centre for Adult Education, and AICC, is a university lecturer at University of Melbourne and QUT, nominated International Businesswomen of the year, is the recipient of several business awards presented by the Prime Minister, in recognition of outstanding contribution to international trade links, and is listed in the Who's Who of Business.



Who Should Attend

This course is relevant to anyone involved in the tendering process, including Suppliers, Contractors, managers, procurers, contractors or contract managers, project managers, engineers, accountants, lawyers, builders, managers, team leaders and supervisors, involved with responding to tenders or supplying goods or services

Places are limited. To register, call Honeylight Enterprises on 03 9613 9945, or email info@honeylight.com.au, or click [register now](#)