

Writing Successful Tenders and Submissions



Overview

Writing successful tenders and funding submissions is critical to the future of most not-for-profit organisations. This training will assist you to develop professional tenders/submissions to improve your chances of success. Using a combination of examples, discussion and practical exercises, this course will assist you to:

- ✓ think strategically about what funds to apply for
- ✓ understand what the funding body is looking for
- ✓ build the evidence needed to support the tender/submission
- ✓ express the tender/submission in a professional and compelling way
- ✓ develop a realistic budget.

Who can attend? Managers, workers and/or volunteers	
Date: Thursday 31 May 2012 Time: 9:30am – 4:00pm	Venue: Level 3 Bowen Library 669 Anzac Pde, Maroubra Junction 2035
Cost: HACC staff/volunteers \$55 Non-HACC staff/volunteers \$110 (Please contact VAST for more information on Non-HACC bookings) prices include 10% GST	
<i>The total training fee will be charged if less than 14 days notice is given of a cancellation.</i>	
Facilitator: Debbie Jamieson works as a freelance consultant, providing organisations with conflict management, mediation, facilitation and training. She works with organisations to develop, improve and monitor systems to manage and minimise conflict and improve workplace communications and team effectiveness. Debbie has 19 years senior management experience, primarily in human services, including disability, mental health and aged care. Debbie has 22 years experience in developing and presenting education and training programs. Debbie's professional qualifications include a Masters in Business Administration, a BA Hons. Psychology, a Graduate Certificate in Mediation and a Certificate IV in Assessment and Workplace Training.	

Full payment is due at time of booking.

Please go to our website to download the booking form

<http://www.jnc.org.au>

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