

Contract Trainers Australia

Professional Trainers supporting
Training Departments
Project Teams &
Training Companies across Australia



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Writing
Winning
Proposals



Writing Winning Proposals Training Course Outline

Foreword:

What better way is there than to apply the winning formula used successfully by others? The proposal writing techniques offered here are the very same ones that have been used repeatedly by countless commercial and non-profit organisations of all sizes to win contracts, government grants and subsidies.

We're not saying that it's easy - only that the technique works if applied diligently.

Anyone can use this program - the same techniques are successful for virtually any type of proposal!

Examples are:

- Professionals offering their services
- Manufacturers preparing equipment
- Lobbyists promoting their causes
- Executives making recommendations

The reason for this is that the training teaches you how to respond precisely to the requirements of the recipient of your proposal. What could be better than giving them exactly what they want?

Course Length

2-day

Learning Outcomes

By the end of this course, participants should be able to:

- Learn proven best-practice proposal writing skills
- Have a grammar refresher (face it we all need one)
- Learn how to write with persuasive power
- Plan and review a Proposal writing checklist
- Review and discuss best practice proposal writing guidelines
- Critique Proposals from a 'Proposal Evaluators' point of view
- Write and review proposals in the training room
- Review and refresh your own proposals
- Learn by Doing: Critique – Produce – Evaluate

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With 300 trainers Australia wide we can provide a trainer to meet your needs.

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<p>Writing Winning Proposals Training Course - Lesson 1 Writing with Professional Impact</p> <ul style="list-style-type: none">• Spelling• Grammar• Creating a Cheat Sheet	<p>Writing Winning Proposals Training Course - Lesson 2 Structuring Sentences for Effectiveness and Readability</p> <ul style="list-style-type: none">• Parts of a Sentence• Punctuation• Types of Sentences
<p>Writing Winning Proposals Training Course – Lesson 3 Creating Paragraphs with Persuasive Power</p> <ul style="list-style-type: none">• The Basic Parts• Organisation Methods• Structure for Clarity• Ensuring Maximum Impact and Readability	<p>Part 2 Writing Winning Proposals Training Course – Lesson 4 Write Winning Proposals Proposal Guidelines</p> <ul style="list-style-type: none">• Ask Questions• Organising Your Proposal• Mandatory Requirements• Point Rated Criteria• Technical Section• Management Section• Address Each and Every Point• Financial Section• Tips and Tricks• Write Winning Proposals
<p>Part 3 Writing Winning Proposals Training Course – Lesson 5 Write Winning Proposals Proposal Checklist</p> <ul style="list-style-type: none">• Review the Best Practice Proposal Checklist• Plan a Best Practice 'Winning proposal'• Identify your current gaps• Prepare and consider the best approach to produce winning proposals and reflect on past successes and failures.	<p>Part 4 Writing Winning Proposals Training Course – Lesson 6 Learn by Doing: Critique – Produce – Evaluate</p> <ul style="list-style-type: none">• Evaluate Simulations 1-17• Produce a Proposal• Peer review• Collaboration• Resources & Handouts• Bring in your own Proposals to work through

Writing Winning Proposals Training is one of the Professional Development Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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