

Tender interviews – how to manage yourself and the process!!

Winter workshop 2012

So you completed your Pre-Qualification Questionnaire (PQQ) and were successful. You were invited to go forward to the Invitation to Tender (ITT) stage and were successful again. Now it's the interview!

The interview is your opportunity to demonstrate your organisational capability, your proven track record and your personal professionalism and integrity. You will need to show how you differ from your competitors. You have now become the 'face' of your organisation and will want to show yourselves in the best possible light.

This one-day workshop is aimed at everyone who may be called upon to represent their organisation at a tender interview.

CONTENT

Interview preparation

- Agreeing the specialisms of your team and forming a cohesive unit
- Bringing your team up to date with PQQ/ITT documentation
- Anticipating likely questions
- Preparing questions to further your understanding of your clients' requirements
- Choosing the right image
- Rehearsal.

Getting off to a good start

- Making a positive first impression
- Selling yourself and your organisation – in two minutes!
- Building and maintaining rapport
- Managing nerves.

A professional interview

- Responding to questions with evidence
- Co-ordinating note-taking
- Enhancing a colleague's response without undermining them
- Ensuring clarity of what happens next.

Evaluating the experience

- Sharing thoughts and feelings after the interview
- Capturing what worked and what didn't
- Asking for and following up on feedback.

There is an option to alter the format of the day to include a session on presenting at interview if this is relevant to the target audience.

Sue Waterall is a training specialist with over 15 years' experience of training design and delivery in both the public and private sector. She is passionate about personal development and behavioural change, and uses her energy and facilitation skills to create a positive, stimulating learning environment. Sue is a certified practitioner of NLP, is accredited in the use of a range of emotional intelligence inventories and holds the CIPD Certificate in Training Practice.

Thursday 9 February 2012 | London

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training



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How to book

- Online:** For our online booking form, go to: www.hqnnetwork.co.uk/forthcoming_events
- By post:** Complete this form and send it to: HQN Limited, Rockingham House, St Maurice's Road, York YO31 7JA
- By fax:** Fax us on 0845 4747 006 (*a fax transmission will secure a firm booking if places are available*)
- PLEASE DO NOT SEND ANY PAYMENT!** We will confirm your booking and send an invoice to you.

We are considering introducing credit card payments for delegate places - would you be likely to use this option? Yes No

Who are we? HQN Limited is a housing consultancy and training company providing high-quality advice and support to councils, ALMOs, housing associations and other housing providers. Our subscription service, The Housing Quality Network, has around 650 members, who are kept up to date on policy and best practice via briefings, workshops and our electronic information bank. We also run specialist networks for practitioners on a range of housing issues and provide interim and project management services. To find out more, visit our website at www.hqnnetwork.co.uk, or call us on 0845 4747 004.

Delegate fees The cost of this event is £250.00 for one delegate (plus VAT at the applicable rate).
Discounts are available on multiple bookings – £225.00 per delegate (two bookings) (plus VAT at the applicable rate).
£200.00 per delegate (three or more bookings) (plus VAT at the applicable rate).
The fee includes refreshments, lunch* and an information pack.

		Fee payable (incl. VAT)
Delegate name	Position	£ :
Email address		
Delegate name	Position	£ :
Email address		
Delegate name	Position	£ :
Email address		
To enrol additional delegates, please photocopy this form.		TOTAL £ :

Name of person making booking	Order no.
Organisation	
Job title	
Email address	Tel no.
Invoicing address	
	Postcode

Booking Form

Bookings: Bookings are subject to HQN Limited's conditions dated 23 February 2005, a copy of which can be obtained from our offices, free of charge.

Cancellations and substitutions: A full refund will be given if a cancellation is made 28 calendar days or more prior to the event, and a 50% refund if a cancellation is made 15-27 calendar days prior to the event. We regret that no refund can be given if a cancellation is made 14 calendar days or less before the event. Cancellations must be made in writing, and will be acknowledged by HQN Limited. There is no refund for non-attendance, but delegates may be substituted at any time.

Guarantee: As with all our events, our guarantee is that if a delegate attends this event and for any reason does not find it worthwhile, we will refund their delegate fee in full. To take advantage of this guarantee, the delegate fee must be paid in full prior to the date of the event.

* Please let us know if a delegate has any particular needs, including dietary, and we will do everything possible to meet their requirements.