

Successful Bid Writing – Preparing, Winning and Managing Bids

Online Course Guide



71-75 Shelton Street, Covent Garden, London, WC2H 9JQ
T: 0330 912 7515 W: www.govpd.co.uk

Zoom Joining Link

Topic: Successful Bid Writing

Time: May 24, 2022 09:30 AM London

Join Zoom Meeting

<https://us06web.zoom.us/j/85189112933?pwd=dzM3WHZwQmZxd1pjY3JPZ2QrQmFOU09>

Meeting ID: 851 8911 2933

Passcode: 948226

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Our Loyalty Discount

This discount entitles attendees to a 20% discount on any future conference/training course being run by GovPD in the next 12 months.

Please quote code **Loyalty20** at the start of your booking.



Welcome Letter

Dear Delegate,

Welcome to the Successful Bid Writing online course with Alison Reeves. We hope that you find this course useful and productive to give staff the skills they need to compete successfully for both contracts and grant funds.

This course looks at all stages of the bid writing process to give you an understanding of how to write good bids, how the evaluators score your bids and best practice during procurement to deliver projects within time, budget and quality restraints.

We have given a clear guide to setting up Zoom on your laptop in the first few pages of this event guide. Please ensure you have the Zoom application downloaded onto your chosen device at least 48 hours prior to the event. If you have any troubles with this, please contact Reuben via email or telephone: Reuben.Carr@govpd.co.uk or 0330 912 7515.

We hope you have a rewarding and enjoyable day.

Yours Truly,

GovPD



Before attending your online course:

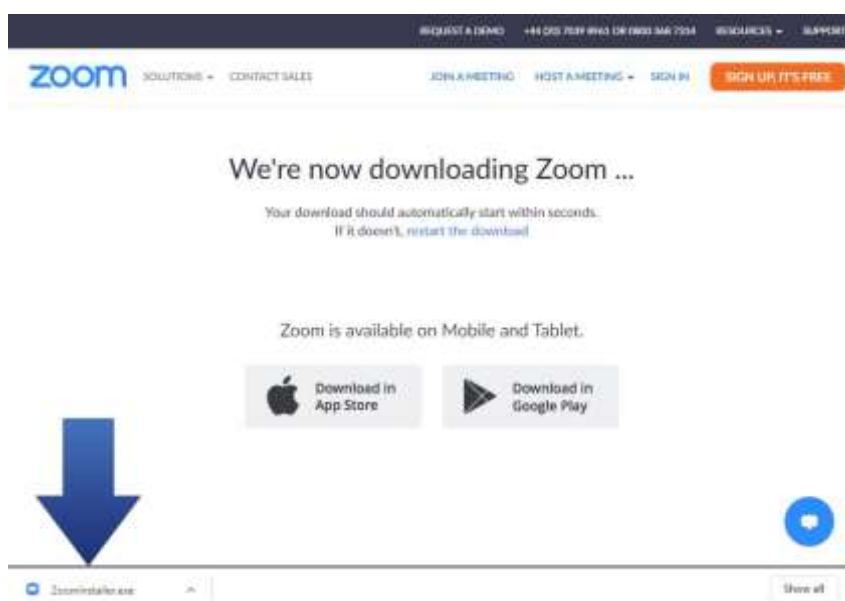
To ensure a smooth experience when joining the online course via Zoom, we highly encourage individuals to download and install the most recent version of Zoom (version 5) prior to the course taking place:

To download and install the Zoom Application:

1. Go to: <https://zoom.us/download>
2. The application should automatically download and save into your 'downloads' folder
3. Once the download is complete, proceed to your downloads folder.
4. Double-click the installer file in your downloads folder and follow the steps to install the Zoom application onto your computer.

You can also watch a video explaining how to install Zoom here:

<https://www.youtube.com/watch?v=fVu9BILRkww>



Joining a webinar by invitation link

1. To join the webinar, click the link provided on page 2 of this event guide.

Hi Eren Yaeger,

Thank you for registering for "My Webinar".

Please submit any questions to: kevin.hoang@zoom.us

Date Time: Sep 11, 2018 10:00 AM Pacific Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join: https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwnlYSss8gtpOK.DQEAAAAAEExBFjhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap :

US: +16468769923,319833382# or +16699006833,319833382#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 646 876 9923 or +1 669 900 6833 or +1 877 369 0926 (Toll Free) or +1 877 853 5247 (Toll Free)

Webinar ID: 319 833 382

International numbers available: <https://zoom.us/j/bZ3rpGRKy>

2. Once you have clicked the link, your registration will be confirmed:

Webinar Registration Approved

Topic My Webinar

Time Sep 11, 2018 10:00 AM in Pacific Time (US and Canada)

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Webinar ID 319-833-382



To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

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[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Manually joining a webinar

1. Locate the 9-digit meeting ID/webinar ID from page 2 of this event guide. It may appear at the end of the phone dial-in information, or it will be in the join link, just after <https://zoom.us/w/>

Hi Eren Yaeger,

Thank you for registering for "My Webinar".

Please submit any questions to: kevin.hoang@zoom.us

Date Time: Sep 11, 2018 10:00 AM Pacific Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join: [https://success.zoom.us](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOlurYUwnlYSss8gtpOk.DQEAAAAAExBFJhZyTk0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

[/w/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOlurYUwnlYSss8gtpOk.DQEAAAAAExBFJhZyTk0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOlurYUwnlYSss8gtpOk.DQEAAAAAExBFJhZyTk0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

Note: This link should not be shared with others; it is unique to you.

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2. Sign-in to the Zoom Desktop Client or Mobile App.
3. Click or tap Join a Meeting.
4. Enter the 9-digit webinar ID, and click Join or tap Join Meeting.
5. If prompted, enter your name and email address, then click Join Webinar or tap Join.

Webinar Registration Approved

Topic My Webinar

Time Sep 11, 2018 10:00 AM in Pacific Time (US and Canada)

 Add to calendar

Webinar ID 319-833-382



To Join the Webinar

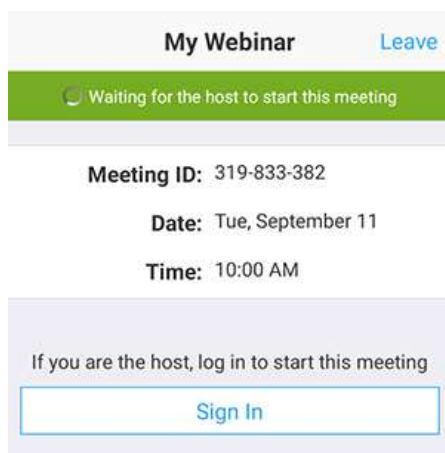
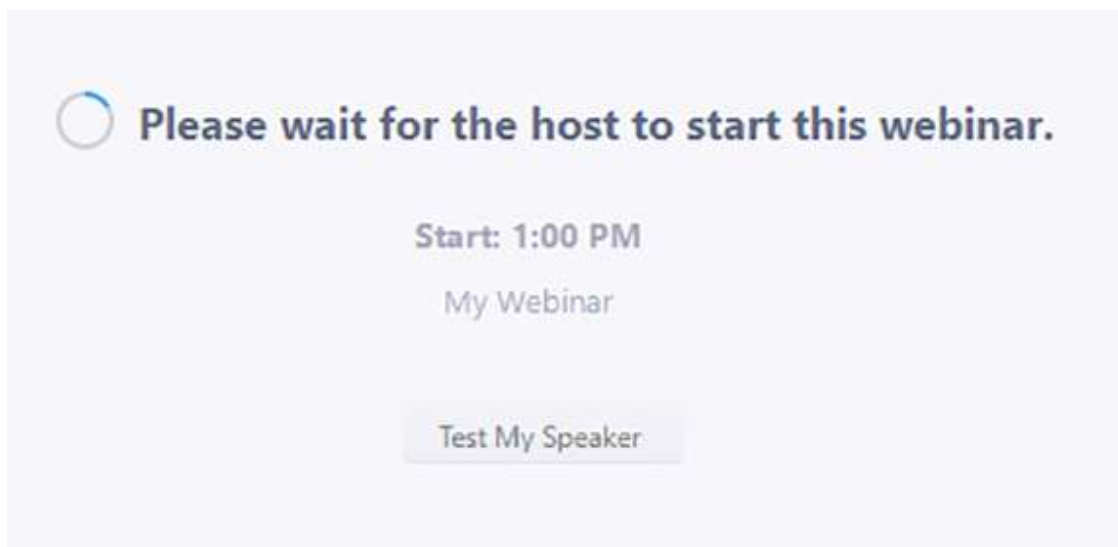
Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join: <https://success.zoom.us>

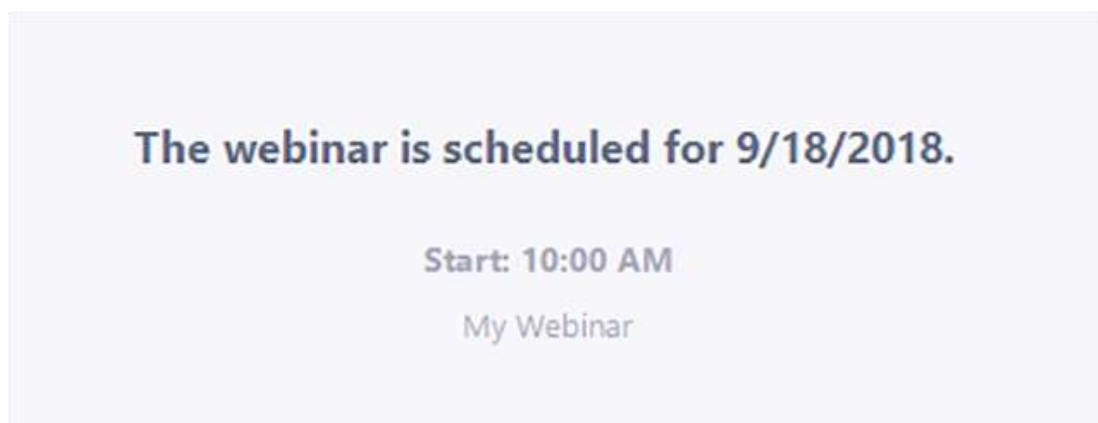
[/w/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOlurYUwnlYSss8gtpOk.DQEAAAAAExBFJhZyTk0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOlurYUwnlYSss8gtpOk.DQEAAAAAExBFJhZyTk0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

Waiting for the host to start the webinar

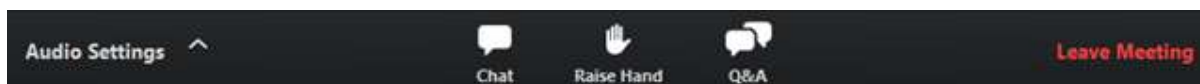
1. If the host hasn't started broadcasting the webinar or is preparing using a practice session, you'll receive the following message:



2. If you receive a message showing the date and time of the webinar, check the date and start time of the webinar including the timezone. Make sure to join when the webinar starts.

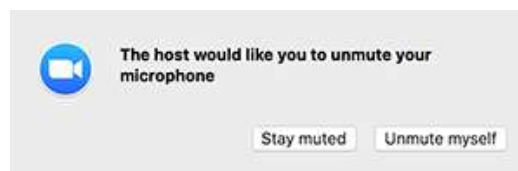


Webinar controls



Audio Settings (only visible if the host hasn't granted you permission to talk): Change your audio settings. You can also click the upward arrow (^) next to change your speaker.

Unmute/Mute: If the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will receive a notification.



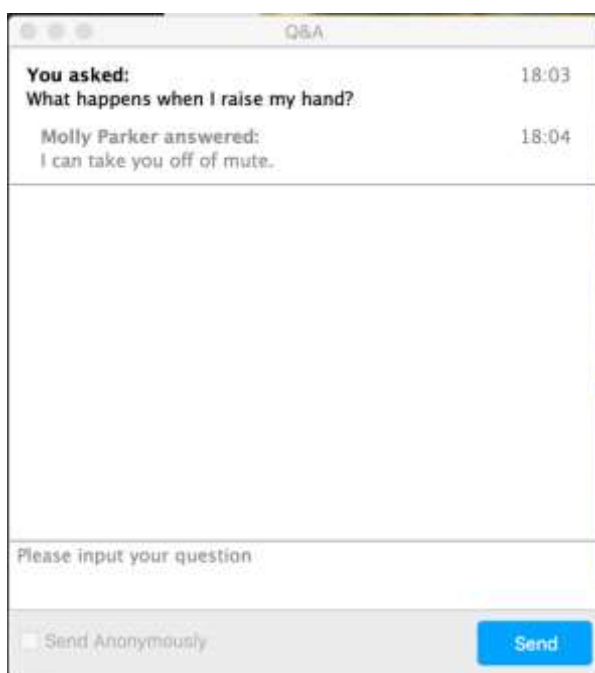
Note: You can still access the audio settings by click on the ^ arrow next to the Unmute/Mute button.

Chat: Open in-meeting chat, allowing you to send chat messages to and send a message to the host, panelists, and attendees (if permitted).

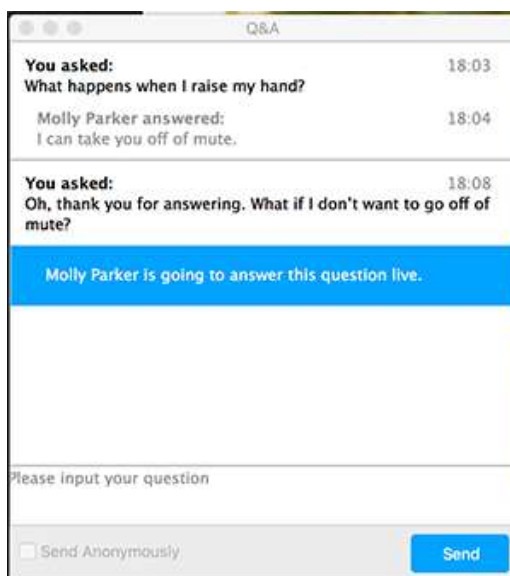
Raise Hand: Raise your hand in the webinar to indicate that you need something from the host. The host may instruct you on how they plan to use this. Many webinar hosts use this feature to know if an attendee has a question and would like to speak out loud.

Question & Answer: Open the Q&A window, allowing you to ask questions to the host and panelists. They can either reply back to you via text in the Q&A window or answer your question live.

1. To ask a question: Type your question into the Q&A box. Click **Send**.
2. **Note:** select **Send Anonymously** if you do not want your name attached to your question in the Q&A.
3. If the host replies via the Q&A, you will see a reply in the Q&A window.

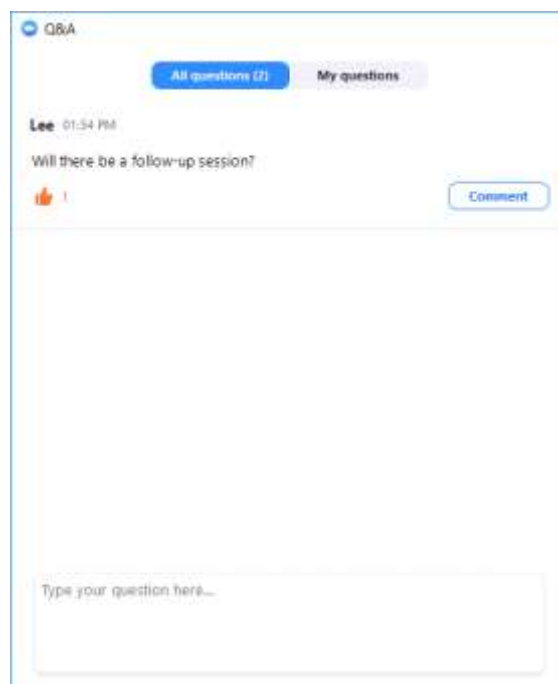
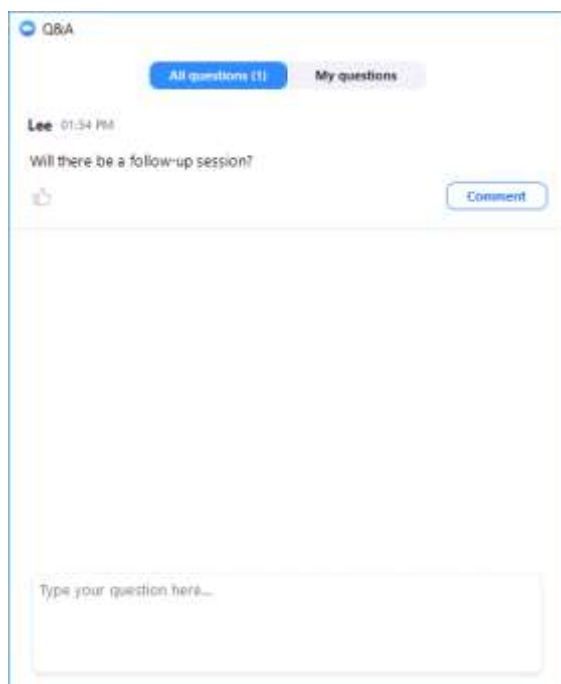


The host can also answer your question live (out loud). You will see a notification in the Q&A window if the host plans to do this.

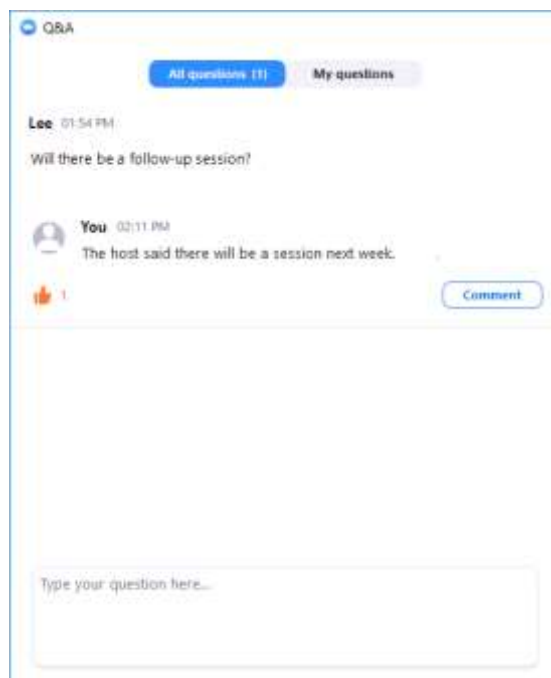
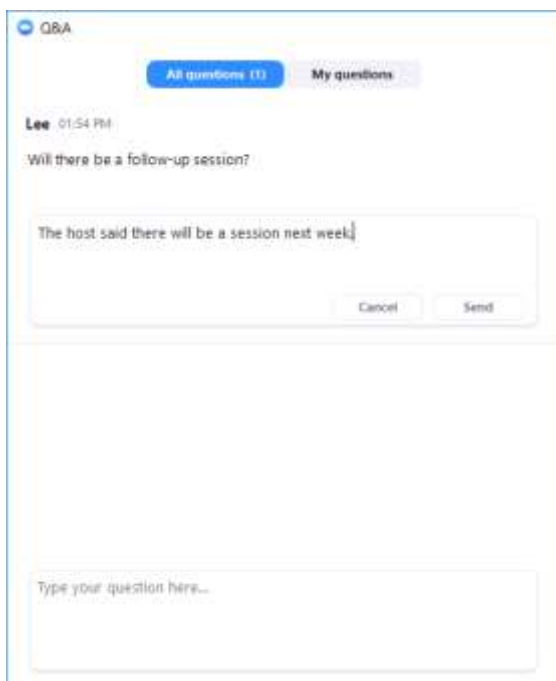


As an attendee you can also like or comment on other attendee's questions. This helps the host or participant identify popular questions, especially in a webinar with many attendees.

1. Click the thumbs up icon to like a comment.
2. Click the red thumbs up icon to unlike a comment.



3. Click **Comment** to write a reply to an existing question.
4. Type your comment and click **Send**. Your comment will appear beneath the question.



Leave meeting: Click **Leave meeting** to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.

Agenda

09:20 Registration
09:30 Trainers Welcome Address
09:45 Part 1. Understanding the bid process
11:00 Break
11:15 Part 2. Writing a persuasive bid
12:30 Lunch
13:15 Part 3. Bid Management best practice
14:30 Break
14:45 Part 4. Embedding best practice
16:00 Questions and Answers
16:15 Trainers summary and close

The speaker presentation will be made available to download on completing the post event survey which will be emailed to you within one week after the event.

Presenter Biography

Alison Reeves

Alison has been writing bids for over 25 years and has a background in training, technical writing, marketing and copywriting. Her clients span several business sectors including IT, Commercial Cleaning, Security, Manufacturing, NHS and Social Care and are made up of a variety of clients including large multi-nationals, SMEs, family businesses and Charities. She also helps clients win funding and grant applications.

Alison has long been passionate about supporting organisations to write their own bids and has run 100s of training courses over the last 15 years. She also helps her clients to build effective bid libraries and content.

Thank you for attending.

We hope you found the day interesting and insightful.

The training presentation will be made available to download on completing the post show survey which will be emailed to you within one week after the training.

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UPCOMING TRAINING COURSES

Building Resilient Teams Through Compassionate Leadership

Date: 12th July 2022

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Date: 22nd June 2022
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