

Professional Proposal Training



By Organizational Communications, Inc.

Sponsored by the Hawaii Technology Development Venture

January 12-13, 2010

Honolulu Country Club

(see registration form for details)

Better Skills Mean Better Proposals

We have taken our 20 years of experience as a full service Proposal Consulting Firm and developed a successful and effective Proposal Training Program. This program is designed as a system of checklists, for every phase of the procurement process.

Whether you have a new employee needing to get their feet wet or you're a company executive looking to sharpen your skills; our pre-packaged courses are designed to benefit all levels of personnel engaged in proposal preparation activities.

Proposal Management Training

2 Day Seminar

This course addresses the complete life-cycle of the procurement process. Some of the topics covered in this course are: marketing / capture; pre-solicitation activities; shredding the solicitation; creating detailed outlines; kick-off meeting; building win themes;

preparing storyboards; writing technical and management sections; reviewing the first draft; conducting color teams review; proposal production; graphics; conducting proposal orals; and debriefings.

Objective: To teach and discuss the overall procurement cycle; provide a system of checklists and examples for successfully managing each step in the proposal preparation cycle; and to provide hands-on practical exercises to strengthen the student's learning.