

Title	2009		2010			
	November	December	January	February	March	April

■ **Knowledge Building**

How to do business with South Yorkshire Probation	10-Nov					
How to complete a DMBC Pre-qualification Questionnaire	11-Nov					
Registering on and using SCMS	27-Nov					
Procurement & Commissioning: Is it right for your organisation?				08-Feb		
How to complete a DMBC Invitation to Tender			11-Jan			

■ **Practical Skills**

Presentation skills to win tenders	16-Nov				22-Mar	
The Art of Pricing		03-Dec				
Writing Effective tender proposals		14-Dec				
Win-Win negotiation		17-Dec				26-Apr
Writing winning tenders			19-Jan			
Coaching skills for workplace managers (4 days)			20-Jan	17-Feb	10-Mar	31-Mar
Developing the Business Case for tendering					03-Mar	

■ **Specific to Third sector Organisations**

Size matters: Collaborative & Consortium arrangements for the third sector'					10-Mar	
Negotiation skills for Third Sector Organisations					11-Mar	