Administrative Support for Tenders, Bids and Proposal Compilation

Office Administration

Course Overview

Administrative Support for Tenders, Bids and Proposal Compilation: a 5-day professional training course from LTC Consultants, delivered in-classroom across...

What You Will Achieve

- Explain the core principles and current good practice in Administrative Support for Tenders, Bids and Proposal Compilation
- Apply practical tools and techniques for Administrative Support for Tenders, Bids and Proposal Compilation in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Administrative Support for Tenders, Bids and Proposal Compilation in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Executive assistants, office managers, administrators, coordinators and support professionals who keep organisations running.

Course Outline

1. Setting the scene: Administrative Support for Tenders, Bids and Proposal Compilation in today's organisation
2. Key concepts and the language of Administrative Support for Tenders, Bids and Proposal Compilation
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Administrative Support for Tenders, Bids and Proposal Compilation with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
2 to 6 Nov 2026	Cairo	**$1,650**
9 to 13 Nov 2026	Windhoek	**$1,450**
23 to 27 Nov 2026	Dar es Salaam	**$1,650**

30 Nov to 4 Dec 2026	Gaborone	**$1,650**

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.