

# Capability statement workshop

## Why Attend a Capability Statement Workshop?

If you want your business to stand out from the crowd and improve your chance of securing contracts, then attending a Capability statement workshop is a must for you. Hosted by the Queensland Government, these interactive workshops aim to help businesses develop and prepare effective capability statements.

## What is a capability statement?

A capability statement outlines capabilities and skills of your business. It is a tool that allows procurement teams assess your expertise, achievements and potential to deliver goods and services.

A capability statement is essential for participating and securing tendering opportunities in government and private sector projects, including sub-contractor work. Ultimately, an impressive capability statement can help your business thrive.

This workshop will show businesses how to use a capability statement to market products and services. It can be used to accompany tender submissions for contracts, can be uploaded on to online databases and can be used to support applications for finance to expand your business.

## How will this workshop help my business?

Workshops are interactive and will help participants learn:

- why it's important to have a capability statement
- how to use a capability statement to market a product or service
- how to use a capability statement to accompany contract tender submissions
- best-practice fundamentals for developing and drafting a powerful capability statement
- how to access the latest information on Queensland's supply chain opportunities
- how to improve your understanding of the major projects supply chain.

## Event details

**Date:** Wednesday 3 May 2017

**Time:** 8:00am – 12:00pm

**Venue:** Centrepoint Motor Inn, 131 George Street, Rockhampton

**Cost:** \$50 (incl. GST)

### Light refreshments provided:

- tea and coffee on arrival
- morning tea

## Register

Please register by 12 noon 28/04/2017 using the link below:

<https://www.eventbrite.com.au/e/capability-statement-workshop-rockhampton-3-may-2017-tickets-33650939867?aff=es2>

Pre-payment is required and a tax invoice will be issued as confirmation of booking and payment.

## More information

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DSD collects registration information, including personal details, related to attendance at business seminars run by the department. The information will not be disclosed to any third parties, unless authorised or required by law. Workshops may be cancelled if registration levels are not met. You will be notified of alternatives available to you.