**Course outline for bidding**

**FEEDBACK:**

**Test bid**

Simple project (what they have been working on already) - 30 / 45 min bidding time

* why? People will panic and/or provide a poor performance. This will help us to evaluate their skills plus showcase how not to do it. Further they will know they learning progress

**Test / Exercise after / in each class**

Client communication

1 /2 students will have a test call with a foreign client (can be anyone in our network)

students will assess the performance of the students & give feedback (project will be about the test bid)

Mentor / pro bidder is doing another skype call - student will see the difference

Google docs

give them a task to work with Google docs (upload / save / structure their documents such as CV or projects…)

Cover letter

They have to write a cover letter - in class assessment of a few

Effective Portfolio management

To win projects usually buyers wants to see previous projects you did. So each student need to have online portfolio ready to show clients.

Effective Resume Writing- Project Planning, Evaluation & Management

Assessment of the duration and skill of a project

Give several project examples and let the student assess the duration and required skills in real time.

Project Timeline Evaluation & Time Management

[usage of tomsplanner](http://www.tomsplanner.com/)  they have to actually structure and fill out a project timeline

**ADD 1 Class**

Be different

we will shoot a video of each student - this can be done through [prezi](https://prezi.com/)

We are creating a unique video of why student x is amazing and deserves to get the job! Not more than 1 minute long.

[here is a pitch](https://prezi.com/cx_u6xjyjsfe/myself/?utm_campaign=share&utm_medium=copy) I made 3 years ago

**Final test**

First real time bid

* Assessment of such

I suggest that during the 4 weeks internship we have feedback sessions + statistics + KPI’s

So we are using a version of Parvez bidding report

They have to hand it in 1x per week and we give feedback

|  |  |
| --- | --- |
| **Course Title** | **Duration** |
| Client and general communication (Email, skype, viber, phone call, first call, follow-up etc) | **1 hours** |
| Google docs (Cloud based/shared file management) | **1 hours** |
| Attractive and unique business letter/cover letter writing | **1 hours** |
| Effective Portfolio management (online showcasing projects) | **1 hours** |
| Effective Resume Writing- Project Planning, Evaluation & Management (Technical section separation based on difficulties level and priority etc.) | **1 hours** |
| Project Timeline Evaluation & Time Management (Section separation based on difficulties level and priority, sequential listing, required timeline etc) | **1 hours** |
| All bidding details | **6 hours** |
| Tests | **1 hour** |
| Internship | **1 month** |

**We will cover:**

1. what is bidding and why you bid?

2. How to create profile and make it professional

3. How to add payment methods and how it works

4. Requirement understanding

5. Know your client

6. Know your expertise

7. effective cover letter writing

8. How to do pricing

9. After bid activity

10. Client communication

11. How to close jobs

12. After award planning

13. Project management

14. Project delivery techniques

15. Confirm your payments.

16. After delivery services