**Why attend a Capability Statement Workshop?**

Capability statement workshops

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 its 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 their product or service and how it can be used to accompany tender submissions for contracts, upload onto online databases and 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.

**Workshop details:**

**Date:** Wednesday, 6 September 2017

**Time:** 8 pm - 12 noon

**Venue:** To be confirmed

 Emerald, Qld 4720

**Cost:** $50 per person \*

Pre-payment is required. A tax invoice will be issued confirming your registration.

To secure a place, registration is recommended at least a week prior to the workshop. Places are strictly limited.

(\* inclusive of light refreshments, handouts and a USB memory stick containing useful guides, resources and tools to help with tendering).

Please advise of any special dietary requirements.

**Registration**

Workshops are four hours long. To register, please complete and return this form by 12 noon on 4 September 2017 to:

**Email:** busassist.gladstone@dsd.qld.gov.au

**Fax:** 07 4977 7410

**Post:** PO Box 5114, Gladstone Qld 4680

For more information, please contact Luisa Gorski on 07 4977 7407.

**Register**

Please complete one registration form per attendee.

Title (Mr/Mrs/Miss/Ms):

Name:

Position:

Business name:

Description of business:

Postal address:

Suburb:      State:      Postcode:

Street address:

Suburb:       State:      Postcode:

Phone:

Mobile:

Email:

Fax:

Dietary requirements:

**Payment method:**

[ ]  Visa [ ]  Mastercard

Card number:

Name on card:

Expiry date:       CCV:

Cardholder signature:

Authorised payment amount: $

DSD is collecting information, including personal information on this form for the purpose of registration to attend 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.