

# Capability statement writing workshop: how to help your business shine

If you want your business to stand out from the crowd and improve the chance of securing contracts then this workshop is a must for your diary.

Hosted by the Queensland Government, this workshop aims to help businesses develop and prepare effective capability statements.

## What is a capability statement?

An effective capability statement outlines your business capabilities and skills. It is essential for presenting your company's capabilities to procurement managers and other key decision-makers. Ultimately, an impressive capability statement can help your business thrive.

## What can I expect to get out of this workshop?

Workshop participants will:

- hear about the components of major projects and their requirements.
- view examples of successful capability statements developed by other businesses and
- use an industry proven template to create your own powerful business capability statement.

The program incorporates feedback from major project proponents and has been formulated to help business managers develop winning capability statements.

Workshop numbers are limited so all participants can be provided with one-on-one support. Participants are invited to bring a current capability statement or marketing material to the workshop for discussion and feedback.

## Workshop details

Date: Wednesday, 3 Sept 2014  
 Time: 9.15am for 9:30am start - 1:00pm  
 Venue: Innovation Centre  
 90 Sippy Downs Drive  
 Sippy Downs  
 Cost: \$50 (inc. GST)  
 (includes light refreshments)  
 RSVP: Monday 1 Sept 2014

Pre-payment is necessary for all workshops and a tax invoice is issued as confirmation of booking and payment.

## Registration

To register and reserve a place at this workshop please complete the registration form overleaf and return it to:

Email: [sunshinecoast@dsdip.qld.gov.au](mailto:sunshinecoast@dsdip.qld.gov.au)  
 Fax: (07) 5475 9727  
 Post: PO Box 1129  
 Maroochydore, Qld, 4558

For more information, contact Regional Services within the Department of State Development, Infrastructure and Planning Ph: 07 5352 9701.

## Register now

**Please complete one registration form per attendee**

Title: (please circle) 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:

Special dietary requirements:

### Payment method:

Cheque\*                      Visa                      Mastercard

Card number:

Name on card:

Expiry date:                      CCV:

Signature (cardholder):

Authorised payment amount: \$

\*Cheques and money orders to be made out to  
Department of State Development, Infrastructure and  
Planning or DSDIP

## Capability Statement 03/09/14

The Department of State Development, Infrastructure and Planning is collecting information, including personal information on this form for the purpose of registration to attend business seminars run by the centre.

The information on this form 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.

**Department of State Development, Infrastructure and Planning**  
PO Box 1129, Maroochydore, Qld 4558  
**Tel:** 07 5352 9701  
**Fax:** 07 5475 9727

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[www.dsdip.qld.gov.au](http://www.dsdip.qld.gov.au)