

COMMERCIAL CREDIBILITY IN BIDS

Bundle of Two

Create Proposals that Stand Out

Combine deep commercial real estate insight with proven project management frameworks to build bids that convince, deliver, and win.



Leasing & Tenant Advisory

Navigate every phase of the deal— strategy, search, execution, and exit—with data-driven confidence.



Project Management

Deliver workplace projects on time, on budget, and on brief.



OVERVIEW

Name: **Commercial Credibility in Bids**

Format: **Bundle of Two**

CREATE PROPOSALS THAT STAND OUT

Combine deep commercial real estate insight with proven project management frameworks to build bids that convince, deliver, and win.

IDEAL FOR:

- Property & asset managers – building commercially sound proposals
- Project leads – demonstrating delivery confidence in tenders
- Leasing and acquisition teams – aligning projects with market drivers
- Bid writers & estimators – strengthening the technical case
- Workplace consultants – integrating property and project strategies

SKILLS YOU WILL MASTER:

- Develop confidence in linking property knowledge to successful project outcomes
- Master skills to scope, plan, and present compelling bids
- Learn to use tools that align delivery timelines with market expectations
- Gain insights to build proposals that effectively balance cost, risk, and value
- Strengthen your position in competitive tenders through strategic expertise

WHAT'S INSIDE THE TOOLKIT:

- Market analysis and asset assessment templates
- Project scoping and feasibility planning tools
- Bid preparation checklists and evaluation criteria
- Risk and cost planning frameworks
- Case studies from successful commercial bids

WHEN TO CHOOSE THIS COLLECTION:

- You need to create compelling commercial proposals grounded in strong market and asset understanding
- You lead or support projects that require confident planning and clear delivery commitments
- You're involved in preparing bids or tenders that must balance cost, risk, and value effectively
- You want to align leasing, acquisition, and project teams around market drivers and delivery milestones
- You seek to strengthen your competitive advantage by integrating property and project management expertise

COURSE LIST

LEASING & TENANT ADVISORY

Navigate every phase of the deal—strategy, search, execution & exit—with data-driven confidence.

SHORT COURSES

(20-40 min micro-modules • From AUD \$9.99 ea • Self-paced)

Client Engagement & Strategy Development

- Portfolio Strategy Finalisation: Secure Stakeholder Consensus
- Premises Readiness – And the Help of the Occupier Focused Service Team
- Strategic Brief Alignment: Bridge Business Goals & Property Solutions
- Strategic Needs Analysis for Commercial Real Estate Decisions
- Strategic Space Optimization: Stay vs. Go Analysis
- Strategic Tenant Rep Brief Development
- The Property Acquisition Plan – Methodology Used by the Tenant Representative
- The Role of the Tenant Representative – Attributes and Engagement
- Understanding the Needs of the Business
- Workplace Strategy and Space Planning

Inspections, Options & Shortlisting

- Familiarizing with What's on the Market
- From Search to Shortlist: Preferred Options & Lease Negotiations
- Premises Sourcing – Preparing the EOI and the Review of Market Submissions
- Reviews and Inspections – Getting the Client across the Options

Lease Execution & Documentation

- Functions and Skills of the Lease Admin
- Introduction to Commercial Leasing – Lease Types and Rental Structures
- Introduction to Commercial Leasing – Sub-leasing
- Introduction to Lease Abstraction
- Lease Admin Analytics and Tools
- Negotiation and Heads of Agreement – Requesting the Heads
- Negotiation and Heads of Agreement – Concluding the Deal
- Outsourcing of Lease Abstraction



Lease Execution & Documentation (cont.)

- Strategic Leasing Due Diligence: Mitigate Lease Execution Risks

Lease Exit & Transition Planning

- Lease Exit & Makegood Obligations Mastery
- Lease Exit Strategy
- Transition Planning – Risk Profiles and Relocation Strategy

COURSE LIST

PROJECT MANAGEMENT

Deliver projects on time, on budget and on brief with practical PM frameworks.

SHORT COURSES

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Our Project Management short courses are for experienced Project Managers who know the basics but want to see what "good" really looks like in action. We cover the five key process groups—Initiating, Planning, Executing, Monitoring & Controlling, and Closing—along with the core knowledge areas like scope, schedule, cost, and risk management. Plus, we include practical insights and real-world examples that go beyond theory, helping you sharpen your skills and navigate the other important aspects of successful projects with confidence.

Project Integration Management

- Business Case – Building Your Business Case for Board Approval
- Developing the Project Charter – Authorizing the Existence of Your Project
- Developing the Project Charter – Governance Structure
- PCG – Project Initiation Phase
- Project Charter – Understanding the Importance and Process
- Project Launch
- Develop Your Project Management Plan
- PCG – The Planning Phase
- Direct and Manage Project Work – Producing the Planned Project Deliverables
- Manage Project Knowledge – Managing Both Explicit and Tacit Knowledge
- Monitor and Control Project Work
- PCG – Monitoring How Things Are Going
- PCG – Closeout Phase
- Project Closeout

Project Scope Management

- Creating a Work Breakdown Structure (WBS)
- Plan Scope Management – Defining and Planning Your Project Scope Requirements
- Requirements Capture – Validating Requirements and Starting the Engagement
- Requirements Delivery – Control Your Scope
- Requirements Management – Validate Scope and the Formal Acceptance of Project Deliverables

Project Schedule Management

- Defining the Activities – What the Project May Be Delivering Against
- Develop the Milestone Program – Project Deliverables and Work Breakdown
- Developing the Project Schedule
- IT Fitout Works Program
- Monitor and Control the Project Schedule
- Sequencing the Schedule Activities

Project Cost Management

- Control Project Costs – Understanding the Cost-Budget Status of the Project
- Estimate Project Costs – Predicting Quantity, Cost, & Price of Resources
- Plan Cost Management – Introduction
- Project Budgeting – How to Get to the Final Project Budget
- Value Engineering in Your Project – Saving Costs and Design Impacts

Project Quality Management

- Quantity Surveyor – Due Diligence Reports
- Statutory Authority Approvals

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Project Resource Management

- Acquire Resources – Securing Team Members and Other Resources
- Develop the Team – Getting the Right Team Onboard
- Estimate Activity Resources – Your Project Resource Planning
- Estimate Activity Resources and Durations
- Manage Team – Maintaining a High Performing Project Team
- Plan Resource Management – Introduction

Project Communications Management

- Communication Fundamentals – Every Project Manager Should Understand Communication 'MUSTS'
- Introduction to Project Communication Management
- Manage Communications – The Documents and Skills to Achieve Best Results
- Plan Communication Management – The High-Level Process for Communicating Project Milestones

Project Risk Management

- Introduction to Project Risk Management
- Risk Awareness – Risk Profiles Across Your Project

Project Procurement Management

- Introduction to Project Procurement Management
- Procure Key Project Consultants – Onboarding and Checklists
- Procurement Fundamentals
- Procurement Types – How Are You Going to Procure?
- Project Procurement and Procurement Planning

Project Stakeholder Management

- Introduction to Project Stakeholder Management
- Project Stakeholders Roles and Responsibilities – What Does Your Role Entail?



Project Stakeholder Management (cont.)

- RACI Matrix

Execution & Industry-Specific Topics

- Decomposing a Fitout Project – Preview into Your Project and Milestones
- Fitout Construction Works
- Incorporating New Technologies into Workplace Projects

Project Leadership Essentials

- New Construction & Fitout Construction Project – What's the Difference
- Project Appreciation – The Project Directors Accommodation Project
- Quantity Surveyor – Assisting with Tender Review and Project Recommendations
- The Project Directors Role – Managing a Commercial Property Accommodation Project
- Understanding the Property Strategy, Budget & Business Case

Tools, Frameworks & Methodologies

- Approval of PMP and HSE Plans
- Introduction to Project Cost Management
- Introduction to Project Management
- Introduction to Project Quality Management
- Introduction to Project Resource Management
- Introduction to Project Scope Management
- Introduction to Project Time Management
- Introduction to the Process Lifecycle – Learning the Process Groups and Phases
- Project Management Framework
- Project Management Methodologies and the PMO
- Project Management Process – Build on Your Knowledge of Project Management Principles



HOW TO SIGN UP

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2. Team Access – 5 seats, perfect for small teams or departments.
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