![Skillings Education logo] **SKILLINGS EDUCATION** — SKILL UP YOUR WORKPLACE
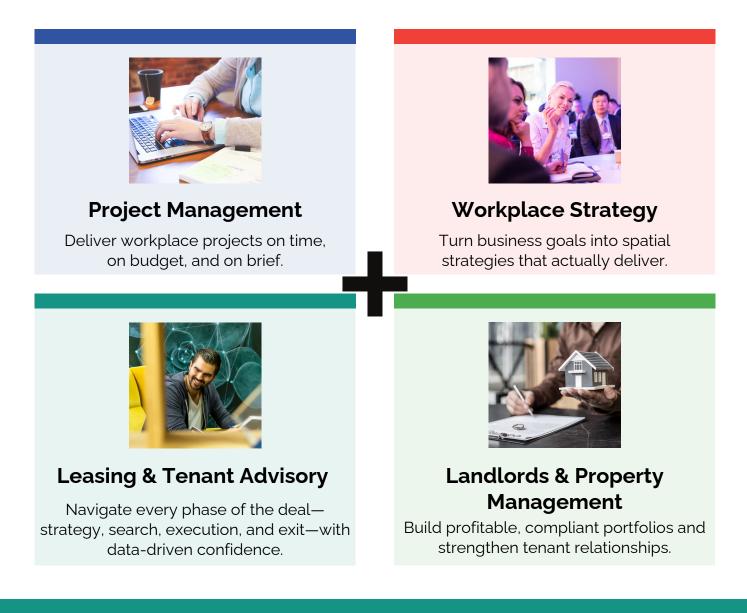
THE BID-READY CAPABILITY TOOLKIT
Bundle of Four

Boost Win Rate by Speaking the Language
Win more of the right projects by crafting targeted, business-aligned proposals that resonate with decision-makers.

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

Workplace Strategy
Turn business goals into spatial strategies that actually deliver.

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

Landlords & Property Management
Build profitable, compliant portfolios and strengthen tenant relationships.

SKILLINGS EDUCATION
SKILL UP YOUR WORKPLACE

Name:	The Bid-Ready Capability Toolkit

Format:	Bundle of Four

BOOST WIN RATE BY SPEAKING THE LANGUAGE

Win more of the right projects by crafting targeted, business-aligned proposals that resonate with decision-makers.

IDEAL FOR:

- Professionals supporting workplace bids or tender submissions
- Project leads preparing proposals for relocations, refurbishments, or hybrid transitions
- Change and operations teams needing leasing and site context for tenders
- Property managers and facilities teams aligning with client-side requirements
- Anyone involved in bridging strategic intent with on-the-ground feasibility

WHAT'S INSIDE THE TOOLKIT

- Project scoping and stakeholder mapping templates
- Leasing clause guides and compliance checklists
- Workplace change implementation tools
- Property operations and tenant communication workflows
- Planning resources to connect lease, people, and space factors
- Real examples from workplace transformations and property delivery projects

REAL-WORLD APPLICATION / SCENARIOS

- Preparing competitive proposals for hybrid working or site change projects
- Supporting a leasing team with operational delivery context
- Managing tenant fit-outs during the proposal or transition phase
- Writing bids that combine compliance, stakeholder needs, and space strategy
- Aligning internal teams (strategy, ops, property) to deliver a seamless client pitch

COURSE LIST

PROJECT MANAGEMENT

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

SHORT COURSES
(20-40 min micro-modules · From AUD $9.99 ea · Self-paced)

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

COURSE LIST

WORKPLACE
STRATEGY

Turn data and vision into spaces that drive business performance.

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

Workplace Strategy Foundations

- Choosing the Right Person for the Strategist Role
- Conducting a Workplace Needs Analysis
- Creating the Workplace Strategy Report: From Insight to Implementation
- Creating Your Workplace
- Master the 7 Key Phases of a Commercial Lease – The Accommodation Timeline
- The Property Leads Journey
- Workplace Analytics 101
- Workplace Strategy: How to Build and Lead a Project Plan
- Your Role as a Workplace Strategist

Workplace Design Concepts & Space Planning

- Design Terms You Should Know
- Planning Workplace Layouts – Spatial Principles for Flexibility and Flow
- Workspace Terms You Should Know

Stakeholder & Team Engagement

- Employee Workshops: What Matters Most and Why It Matters
- Engagement Roadmap for Workplace Planning
- Engaging Stakeholders in Workplace Design and Strategy
- Etiquettes for the New Workplace – And the Role of the Working Group
- Launching a Workplace Project: Aligning Teams from Day One
- Leading Executive Team Interviews in Workplace Projects

Project Execution & Commercial Processes

- Fee Structuring – Calculating Costs for the Project
- Tendering and Proposal Writing – Workplace Strategy Projects

Workplace Themes & Cultural Alignment

- Celebrating Your New Workplace – The Welcome Ceremony
- How People Work – Activating the Workplace and Workforce

COURSE LIST

LEASING &
TENANT ADVISORY

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

SHORT COURSES
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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
LANDLORDS & PROPERTY MANAGEMENT

Build profitable, compliant property portfolios and stronger tenant relationships.

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

Agency & Advisory Roles

- A Well-Planned Property Inspection
- Information Required from the Landlord – Drafting the Agency Agreement
- Tailoring Documents to Meet Tenant Requirements – Examples of Practical Applications
- The Agency Agreement
- The Role of the Landlord and Their Advisors – Attributes and Engagement
- The Role of the Tenant and Their Advisors – Attributes and Engagement

Asset & Building Management

- Capital Improvements and Property Upgrades
- Property Management – Planned Maintenance Plans
- Property Management – The Importance of a Condition Report
- The Building Concierge – What Do They Do?
- Understanding the Importance of Building Grades in Commercial Real Estate

Compliance, Risk & Sustainability

- Crisis Response and Emergency Planning
- Disaster Resilience and Sustainability
- Environmental Risk & Continuity Planning for Property Professionals
- ESG Compliance & Strategy in Real Estate
- Risk Management and Insurance
- The Legal Side of Property Management

Due Diligence & Lease Preparation

- Due Diligence and the Property Review
- Due Diligence Essentials for Real Estate Investment
- Quantity Surveyors – Adding Value to Your Real Estate Strategy
- Reviewing the HOA – and the Due Diligence Required of the Team

Due Diligence & Lease Preparation (cont.)

- The Role of REI Forms and Solicitor Prepared Documents
- Types of Draft Lease Documents and Terms You Should Negotiate

Financial Management & Securities

- Bank Guarantees
- Fees and Who Pays for Them in Different Situation
- Strategic Leasing: Financial Modelling & Negotiation
- Tenant Securities, Bonds and Insurance Providers

Incentives, Contributions & Lease Structuring

- Incentives and Contributions – Exploring the Various Types
- Lease Structures and Types
- Market Differentiation and Leasing Strategy

Leasing Fundamentals

- Introduction to Lease Terms and Lease Language
- Lease Essentials – Financial Analysis of Offers
- Mastering Probing Questioning Techniques
- Property Procurement – Leasing Agreements – What Are They?

Makegood & End-of-Lease Management

- Introduction to Make-Good

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SHORT COURSES

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Negotiation & Tenant Relationship Management

- Negotiation Strategies for Rent Reviews
- Property Negotiations – Preferred and Secondary Options
- Tenant Retention and Relationship Management

Rent Review & Valuation

- Introduction to Rent Reviews
- Legal and Regulatory Considerations in Rent Reviews
- Outgoings as Factors in the Rent Review
- Rent Review Methods and Mechanisms

HOW TO SIGN UP

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SKILL UP YOUR WORKPLACE

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Access Duration

Monthly Access ⌄

We offer flexible options to suit individuals, teams, and organisations:

Access Plan:
1. Individual Plan – 1 seat with full access, ideal for professionals looking to upskill on their own.
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3. Corporate Access – 10+ seats, designed for larger teams needing organisation-wide capability building.

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1. Monthly Access – For fast, targeted upskilling with low commitment.
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