

RFP Presentation Skills

Every year, companies spend millions of dollars and person-hours responding to RFPs and putting together complex and expensive documents. If they make the short-list, a team is drawn together to go in and deliver the final presentation.

And that's where things often fall apart.

A great RFP presentation must deliver a document that appears customized, and must be delivered by a team of people who know how to best represent the company. There has to be a little bit of showmanship involved.

Our RFP Presentations program delivers the practical skills to ensure your team supports the company and the proposal at all times, regardless who is speaking. Topics include:

- planning for an on-time arrival
- rehearsals and preparation techniques
- dealing with multiple person introductions
- memorizing names
- setting up to present, including PC and projector
- presentation image and action tips
- what the person presenting should know and do
- what the people who are not currently presenting should know and do
- dealing with questions and interruptions
- managing an RFO meeting proactively
- concluding gracefully and on time
- departure
- how to appear seamless

Such items may seem frivolous to some, but in many cases the decision to award a project to a vendor comes down to choosing between two or three short listed companies. The difference might lie in how the company is represented by the staff sent to speak on its behalf.