



## Capability Statement Workshop

A Capability Statement is the hook that invites further consideration by projects managers to offer your business opportunities to participate in major projects.

This workshop is designed to assist your business draft a one page Capability Statement that invites considerations.

Workshop duration: 3 hours

What is in the workshop?

It will have all the core elements and the five key areas included in a successful statement e.g.

1. Core competencies
2. Past performance
3. Differentiators
4. Corporate data
5. Contact information

The final half hour will focus on drafting an Elevator Pitch to assist selling your business to prospective customers.

The workshop aligns with the requirement for a business to have a Capability Statement to attend the Meet the Buyers Forum (Constructions and Resource Sector) facilitated by Queensland Resource Council to be held on 27 March 2014.

This workshop will be relevant even if your business already has a multi-page Capability Statement, as it will assist you draft a shorter version relevant to industry.

The workshops are being conducted at four venues across South East Queensland. Please check/identify your preferred location.

**Venue:** Queensland Government Office  
7 Short St Southport

**Date:** Tuesday 4 March 2014

**Time:** 11:00 am to 2.00 pm  
Lunch Provided

**Venue:** Queensland Government Complex  
203 Tor St Toowoomba,

**Date:** Wednesday 5 March 2014

**Time:** 11:00 am to 2.00 pm  
Lunch provided

**Venue:** Queensland Government Office Building,  
12 First Avenue, Maroochydore

**Date:** Thursday 6 March 2014

**Time:** 11:00 am to 2.00 pm  
Lunch Provided

**Venue:** Brisbane Central (CBD) TBA

**Date:** Tuesday 11 March

**Time:** 11:00 am to 2.00 pm  
**Cost:** Lunch provided

To register, please complete and return this form to:

**Email:** workshops-ipswich@dsdip.qld.gov.au

**Post:** PO Box 129, Ipswich QLD 4305

For more information, contact John Gillespie, Department of State Development, Infrastructure and Planning on mobile 0429-270-505.

Registrations close 5:00pm Friday 28 February 2014

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

### 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: \_\_\_\_\_

DSDIP 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.