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## Colander

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## Early Booking Discount—deadline approaching

Book and pay by **Tuesday 9 March** to qualify for the early booking discount for the half-day courses being held on Tuesday 23 March **Submission Documents That Win** from 9.30am to 1pm and **Working More Efficiently** from 2pm to 5.30pm.

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## Submission documents that win

23 March 2010: 09.30-13.00

Creating documents that appeal to individual clients, whether through formal PQQ's and EOI's or more informal requests for information. [more...](#)

## Working more efficiently

23 March 2010: 14.00-17.30

How time is used at present, how it could be used better and how to overcome the obstacles to being more efficient. [more...](#)

[Click here](#) for further details of these courses on our website with **early booking** and **multiple discounts** available.

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## What's Coming Next

**We are in the process of planning the next schedule of courses to run in May/June and more in the Autumn.**

Please do let us know which courses you would like to see on the list as we cannot cover all of them and we do try to pick the most useful subjects in the current climate.

Here is the full list of topics we cover:

### Winning new work

- Getting published
- Marketing and new business development
- Networking and relationship building
- Presentation training to improve general presentation skills
- Presentation training specifically to win work
- Submission documents that win

### Business development

- Business planning for architects
- Financial management for small to medium practices

### Getting the best from people

- Appraisal training
- Attracting and retaining staff
- Working more efficiently (time management)
- Developing assertiveness
- Essential staff management and communication skills
- Handling redundancies
- Leadership skills

#### **Working on projects**

- Leading design teams of the future
- Project programming
- Managing client expectations

Go to our [website](#) for a full list of topics covered.

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## **In-house Training Courses for your practice**

**More than 40 architectural practices have commissioned us to run tailored in-house training courses for their senior people.**

All our in-house courses are individually designed to suit the specific requirements of our clients. We frequently mix and match topics to create the perfect course, or collection of courses, for a given group of delegates. Wherever possible we encourage our clients to follow each course with a review session to ensure that the lessons learnt in training have become embedded in the delegates' day-to-day work.

Go to our [website](#) for a full list of topics covered.

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## **Latest [Colander Blog](#)**

**March 4, 2010**

### **More about the IDBE Masters Course in Cambridge**

I continue to hear good things about the IDBE (Interdisciplinary Design for the Built Environment) Masters course at Cambridge University.

Tagged the "Masters programme for design, sustainability and leadership in the built environment", this part time residential course is going from strength to strength.

It is delivered by leading practitioners, industry thinkers and established academics and, each year, about two dozen enthusiastic and capable students join up. Most are actively working in the industry, either as clients or consultants, and the great thing is that they come from different disciplines: engineering, architecture, surveying, project management (to mention a few). This means that the project based studies are informed by different, possibly conflicting, points of view – just like real life (!).

IDBE has just sent out their brochure for 2010-2011. I don't seem to be able to attach it to this blog, but here is a link to their website which is probably just as informative. Do take a look.

[www.idbe.org](http://www.idbe.org)Comments (0)