**The Nedbank Open Procurement Doors 2023 competition – Frequently asked questions**

**How do I enter?**

1. Log in to or [register](https://www.simplybiz.co.za/register) on SimplyBiz.
2. Complete the [entry form here](https://simplybiz.zendesk.com/hc/en-us/articles/14120758820497). Entries close on 27 April 2023.
3. Accept the [terms and conditions](https://simplybiz.zendesk.com/hc/en-us/articles/14120754758673).

**What is the prize?**

You could win a seat in the unique and specially curated Open Procurement Doors programme presented live online by Henley Business School Africa. In addition to 10 bi-weekly sessions presented by leading Henley faculty, you will also receive group coaching and a certificate of completion, should you meet the course requirements.

**What form will the programme take?**

The course format will be as follows:

* Modular, live online sessions, followed by weekly assignments in which you apply the learning to your own business.
* Dates:
  + Course – 15 May to 14 June 2023, every Monday and Wednesday from 07:00 to 08:30
  + Pitch Battle – 18 July 2023.
* Time commitment – two 90-minute online classes and approximately 90 minutes of self-study per week for five weeks.
* Pitch Battle – online presentations to the panel by selected delegates, followed by a question-and-answer session and culminating in a winner ceremony.

**What is the programme about?**

This practical programme is aimed at business owners wishing to create a step change in their business and will cover the following topics:

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| Schedule | Focus | Content | Duration |
| Session 1 | An introduction to personal mastery | Learning about oneself in the context of business. | 90 minutes |
| Session 2 | Business presentations | Planning and executing professional, persuasive presentations confidently. | 90 minutes |
| Session 3 | Introduction to business principles/key elements of business | * How do I manage my business for success? * Including quality products, knowing your industry, building an excellent team, promoting the business and products. | 90 minutes |
| Session 4 | Customer centricity | * Putting the customer at the heart of the organisation. * Understanding stakeholders as customers. * Successfully creating a sharing customer-centric culture. | 90 minutes |
| Session 5 | Finance 1 | * Understanding the income statement. * Analysing the income statement. * Breakeven calculation and analysis. | 90 minutes |
| Session 6 | Finance 2 | * Budgeting and setting financial goals. * Controlling the finances of the business. * Financial collaboration. * Tax compliance. | 90 minutes |
| Session 7 | Procurement | * Pricing of products. * Understanding the needs of and selling your products to large businesses. * Negotiating basics. * Tenders. | 90 minutes |
| Session 8 | Marketing | * The elements of effective marketing. * Marketing a small business on a limited budget. * Social-media marketing. | 90 minutes |
| Session 9 | Governance, ethics and sustainability | * The right way to do business. * Honesty and integrity * Procurement compliance documentation. * Taking care of communities and the environment for long-term sustainability. | 90 minutes |
| Session 10 | Coaching | * Setting yourself up to succeed. * Preparing your procurement-ready documents pack. | Throughout programme |

The course is designed for you to learn, apply, and reflect without the need to be out of your business for prolonged periods.

**Will I receive a certificate?**

Yes, you will receive a certificate of completion from Henley Business School Africa, provided you meet their attendance and assignment criteria. A rubric will be provided to guide you on what is required.

**Pitch Battle**

On completion, you could be one of 10 delegates selected to battle it out and pitch before a panel consisting of SimplyBiz, Nedbank and Henley Business School Africa representatives, including procurement specialists, on 18 July 2023. This is a valuable opportunity to hone your skills and get in front of actual procurement decision-makers. Three winners of the pitch battle will receive an AVO voucher to the value of R10 000 each.

The Pitch Battle is intended to provide experience and feedback from a real panel for learning purposes only. There is no expectation that any of the competition winners will be accepted by the Nedbank procurement division.

**What are the entry criteria?**

You must be:

* a Nedbank small-business client with an annual turnover of between R5 million and R30 million;
* aged 18 years or older, with a valid South African identity document or card;
* a business owner or partner and have been working full-time in your business for over three years;
* available to attend the bi-weekly online sessions between 15 May 2023 and 14 June 2023 every Monday and Wednesday from 07:00 to 08:30
* available to attend the Pitch Battle on 18 July 2023, should you be selected to take part.

**What are the minimum education requirements to attend the course?**

There are no formal education requirements. While every reasonable effort will be made to be inclusive of different languages and cultures, Henley Business School Africa is an English-language institution.

**How are the winners selected?**

The 30 winners will be selected via an electronic draw on 2 May 2023 and announced on 3 May 2023 by email. Thereafter, a Henley Business School Africa representative will contact you via email and/or cellphone to make the necessary arrangements.

**Why do I forfeit prizes?**

The intention of this competition is to grow your business and to become procurement-ready via this unique programme aimed at business owners. If you do not commit yourself fully to the opportunity and complete the programme successfully, you may forfeit the prize.

**Does my business get any publicity if I win?**

Yes. You and your business will be featured on the SimplyBiz website and social-media platforms. We will encourage the public to support your business further.

Terms and conditions apply.