

**Request for Proposal: Facilitator Application**

Submission Date

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| **Contact Information** |
| Presenter Name: Title:  Main Contact: Co-Facilitator Yes No  Phone: Email:  Street Address 1: Street Address 2:  City: State: Zip Code: |
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| **General Information** |
| Can the workshop be presented in 90 minutes Yes No  (including time for questions and answers)?  What is the ideal audience experience level? (Who would gain the optimum benefit from your workshop?)  What is your job function?  What else is important for us to know? |

Program Content (please answer thoroughly)

Program Topic: Workshop Title:

What will attendees learn (3-5 learning objectives)?

Describe the session format, including how you will engage your audience (i.e., lecture, participatory, interactive):

Email the application and supporting documents to:

[programs@sewi-atd.org](mailto:programs@sewi-atd.org)

**Request for Proposal: Facilitator Application Part II**



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| **Key Criteria**  The following seven items are key criteria for request for proposal selections. Please be thorough, detailed, and descriptive. |
| Topic Description:  Outline of the breakout session:  What makes your session valuable?  What can you and your topic provide that others cannot?  How do you plan to engage attendees?  Clearly describe the tangible tools participants will receive (send any attachments with application):  How do you plan on assisting with marketing of your program (i.e., social media, direct marketing emails, etc.)?  List two preliminary audio-visual needs: |
| **Experience**  Provide the name, organization, and phone number of at least two references who can attest to the quality of your facilitation. |
| Name: Name: Organization: Organization: Phone: Phone:  Please list any research activities and/or articles you have published: |

Please attach a copy of a resume, biography, or web address that shows your work experience, education, certifications, and

professional memberships.

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**Request for Proposal: Facilitator Application Part III**

**CPLP (Certified Professional in Learning & Development)**

CPLPs can earn recertification credits by participating in continuing education activities that meet the ATD Certification Institute Recertification Guidelines. Please review the CPLP Recertification Guidelines on the CPLP website, [www.cplp.atd.org](http://www.cplp.atd.org) to see if your program might qualify.

**Qualifying Areas of Expertise**

**Designing Learning** - Designing, creating, and developing learning interventions to meet needs; analyzing and selecting the

most appropriate strategy, methodologies, and technologies to maximize the learning experience and impact.

**Delivering Training** - Delivering learning solutions (for example, courses, guided experience) in a manner that both engages the learner and produces desired outcomes; managing and responding to learner needs; ensuring that the learning solution is made available or delivered in a timely and effective manner.

**Improving Human Performance** - Applying a systematic process of discovering and analyzing human performance gaps; planning for future improvements in human performance; designing and developing cost-effective and ethically justifiable solutions to close performance gaps; partnering with the customer when identifying the opportunity and the solution; implementing the solution; monitoring the change; evaluating the results.

**Measuring and Evaluating** - Gathering data to answer specific questions regarding the value or impact of learning and performance solutions; focusing on the impact of individual programs and creating overall measures of system effectiveness; leveraging findings to increase effectiveness and provide recommendations for change.

**Facilitating Organizational Change** - Leading, managing, and facilitating change within organizations.

**Managing the Learning Function** - Providing leadership in developing human capital to execute the organization's strategy; planning, organizing, monitoring, and adjusting activities associated with the administration of workplace learning and performance.

**Coaching** - Using an interactive process to help individuals and organizations develop more rapidly and produce more satisfying results; improving others' ability to set goals, take action, make better decisions, and make full use of their natural strengths.

**Managing Organizational Knowledge** - Serving as a catalyst and visionary for knowledge sharing; developing and championing a plan for transforming the organization into a knowledge-creating and knowledge-sharing entity; initiating, driving, and integrating the organization's knowledge management efforts.

**Career Planning and Talent Management** - Ensuring that employees have the right skills to meet the strategic challenges of the organization; assuring the alignment of individual career planning and organization talent management processes to achieve an optimal match between individual and organizational needs; promoting individual growth and organizational

renewal.

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