[](https://www.td.org/)

**Lake Superior Chapter**

**REQUEST FOR PROPOSAL**

***2018 Program Year***

This Request for Speaker Proposal invites professionals to come and share their innovative knowledge with the members and community of the ATD Lake Superior Chapter. We seek talented presenters who can share real world examples and practical tactics that our members and attendees can apply in their workplace environments. We ask that presenters design the presentations with the visual, auditory and kinesthetic learning styles in mind, as well as include interactive methods of delivery in order to fully engage participants.

Although there is not a financial reimbursement for presenting, presenter benefits include a free lunch (yes, it’s true!), free link to your business from our website, marketing of you/your business via our website, membership email, social media marketing outlets, word of mouth, etc. and exposure to a diverse group of professionals. Travel reimbursements are available for those individuals traveling from more than 50 miles outside the Twin Ports area.

**1. Please complete the following questions**

Name:

Title:

Organization:

Address:

Work Phone:

Cell Phone:

Email:

**Following is a list of ATD Competencies/topics that may help guide your choice of presentation topic(s):**

**Performance Improvement** (*may include topics such as accountability, Lean Six Sigma, strengths-based development, energy management, authenticity, etc*.)

**Integrated Talent Management** (*may include topics such as individual/team development, career transitions, equipping managers to equip their people, etc*.)

**Coaching** (*may include topics such as establishing trust, active listening, mentoring, direct communication, goals, accountability, etc*.)

**Knowledge Management** (*may include topics such as best practices, collaboration, social learning, establishing a knowledge culture, knowledge management infrastructure, etc*.)

**Change Management** (*may include sponsorship of change, change assessments, integration of change into culture, etc*.)

**Instructional Design** (*may include topics such as needs assessments, learning theory and approaches, curriculum/instructional materials/program design, learning outcomes, etc*.)

**Training Delivery** (*may include topics such as managing learning environment, preparation, objectives, facilitation techniques, learner outcomes, etc*.)

**Learning Technologies** (*may include topics such as use technology effectively, identify when ad how to use technology as a training solution, etc*.)

**Evaluating Learning Impact** (*may include topics such as identify expectations, appropriate strategies, research design and measures, evaluation plan, interpret data, make recommendations, etc*.)

**Knowledge, skills abilities, and behaviors that are required for job success** (*may include topics such as, business skills, cultural differences, leveraging diverse contributions, intergenerational workforce, communication, adaptability, personal development, industry trends/changes, etc.)*

**Resiliency** (*may include topics such as bouncing back from mistakes, energy/time/career management, etc.*)

**Student-focus topics** (*may include topics such as preparing for a career, intergenerational work environment, etc.*)

**2. Please list your proposed presentation title:**

**3. Provide 2-3 learning objectives.** Learning objectives begin with an action verb, describe how the participants will be able to apply what they learn and the results they will generate based upon their participation.

Learning objective:

Learning objective:

Learning Objective:

**4. Content Description:** Please provide 4-8 sentences describing the highlights of the presentation and any "take-aways" or tools participants will gain from the presentation.

**5. Speaker Bio:** Please list 4-8 sentences briefly describing your professional background, accomplishments, vision, etc.

**6. For our programing we are exploring new technology delivery methods and benefits to our membership. Please circle any of the following that apply to you:**

* I agree to my presentation being recorded in order to be archived for future viewings on the ATD Lake Superior Chapter website.
* I agree to my presentation being a part of an ATD Lake Superior Chapter live webcast, if the opportunity arises.
* I am willing to share my handout/resources on the ATD Lake Superior Chapter website.
* I am willing to contribute a blog on the ATD Lake Superior Chapter website that pertains to my presentation information
* My presentation activities would translate well to a remote delivery platform

**7. ATD Lake Superior Chapter 2018 Program Dates:** Please select *ALL* dates that you are available. Lunch is from 11:30am - Noon, and the speaker presentation is from Noon - 12:55pm.

Tuesday, January 16, from 11:30am - 1:00pm

Tuesday, February 20, from 11:30am - 1:00pm

Tuesday, March 20, from 11:30am - 1:00pm OR 5:00pm - 7:00pm

Tuesday, April 17, from 11:30am - 1:00pm

Tuesday, May 15, from 11:30 am - 1:00pm OR 5:00pm - 7:00pm

Tuesday, June 19, from 8:30am - 3:30pm This is a Special, *Full Day Event*. You may submit for 1/2 day or full day session

Tuesday, September 18, from 11:30am - 1:00pm

Tuesday, October 16, from 11:30am - 1:00pm

Tuesday, November 20, from 11:30am - 1:00pm

***Please Note: If your RFP is chosen for the 2018 program year:***

- You will provide program hand-outs and materials in both paper and electronic formats for your session.

- You will email your photo to the VP Programming before December 15, 2017.

**Submission Deadline: By 4:07pm Tuesday, October 31, 2017**

**Please EMAIL RFPs to:**

Kathlynn McConnell, ATD Program Co-Chair

(218-878-3653)

[kathlynn.mcconnell@membersccu.org](mailto:kathlynn.mcconnell@membersccu.org)