



MAPPING A WAY
FOR LEARNING &
DEVELOPMENT
PROFESSIONALS

atd NEBRASKA CHAPTER
Association for
Talent Development

**TRAINER'S
INSTITUTE**

WWW.ATDNEBRASKA.ORG/TRAINERS_INSTITUTE

Proposal Guidance Document

RFP's Due June 13th, 2018

Introduction

Thank you for your consideration as a facilitator for the 2018 Trainer’s Institute! We are excited to see your proposal. By facilitating for Trainer’s Institute, you are helping training professionals learn critical skills, which in turn, will improve the training industry.

This guidance document is designed to provide you with the selection criteria we are looking for in a proposal. We believe that a well-designed workshop begins with a proper needs assessment. This guidance document will provide you with the information you need to design your workshop. If you have any questions, please do not hesitate to contact **John Salow** or **Karen Wegner**. Our contact information is located on the last page of this document.

Trainer’s Institute Vision

Our vision for the Trainer’s Institute is:

“Trainer’s Institute is the go-to professional development resource for training professionals who have been working in the talent development industry for three years or less.”

As you are creating your proposal, keep in mind that our target audience has been in the talent development field for less than three years. The course materials should reflect this level of experience and address foundational needs that a professional will be able to use immediately in their career.

Workshop Themes

This year, we are focusing our sessions around specific themes. These themes are designed to give participants the fundamentals, but also provide them skills in newer areas in the talent development field. The themes are set-up in a specific sequence to provide the participant with an over-arching learning experience. The themes, as well as dates and times are listed below:

Date:	Theme	Time:
September 11 2018	Needs Analysis Course design & development	8:00am – 12:00pm 1:00pm – 5:00pm
September 18 2018	Facilitation and presentation techniques Training evaluation	8:00am – 12:00pm 1:00pm – 5:00pm
September 25 2018	eLearning Design Social Learning	8:00am – 12:00pm 1:00pm – 5:00pm
October 02 2018	Gamification Microlearning	8:00am – 12:00pm 1:00pm – 5:00pm
October 09 2018	Project management for training Career development for the TD field	8:00am – 12:00pm 1:00pm – 5:00pm

Selection Criteria

Our goal is to provide sessions that actively engage our participants. In that light, we are provide an additional layer of guidance to help facilitators achieve that.

Proposal should address the following criteria:

- The workshop must be 4 hours in length.
- Content should be directed to one of the 10 themes listed above.
- The proposal should be designed around the criteria in the rubric below.

Session Design Standards

This rubric is intended to provide an opportunity for you to identify the extent to which your PD session design incorporates adult learning best practices, and an active learning approach.

	Highly Effective Indicators	Presenter Rating Y/N	ATD Rating Y/N
Session Design	My session outcome(s) are behavioral, and highly relevant to identified workplace needs and goals of the intended audience		
	My learning design shows clear alignment of stated session outcomes (<i>desired change in participant practice</i>), with planned learning activities and evidence of application/change in practice		
	Standards for instructional practices have guided my design and will be communicated to participants (<i>Adult learning, Universal Design for Learning, etc.</i>)		
	I will use a variety of technologies/ media in ways that clearly benefit the learning experience (<i>e.g., promote collaboration, engagement, active learning</i>)		
	My design and materials meet accessibility standards		
Interactivity, Relevance	My design allocates an appropriate balance of time - including about 25% each for processing, application, reflection and new information		
	My activities require participants to interact with each other about ideas, concepts and information with the goal of producing shared learning		
	My activities enable participants to integrate concepts with prior learning, apply personal experiences, and use higher order thinking skills		
Facilitation of Adult Learning	My activities are designed so that participants do most of the thinking/talking. (<i>Presenter typically speaks less than 30% of the time</i>)		
	The function of my learning materials and resources (<i>e.g. handouts, PPT</i>) is to enable cooperative activities, discussion or planning, and highlight relationships among ideas		
	I am prepared to adjust my agenda and activities based on the response and needs of the audience		
	I have included brief, targeted and carefully structured time for reflection , to enable participants to capture essential concepts and plan next steps		
	My end of session summary concisely sums up essential concepts		
Assessment, Evaluation	My design includes multiple checks for understanding and feedback		
	My assessment methods allow for participants to self-assess and demonstrate evidence of application in a variety of authentic forms that facilitate transfer		
	I have provided explicit expectations for participation and/or demonstration of learning outcomes, along with the criteria used to measure them		

Proposal Instructions

All proposal should contain the following:

- A cover sheet that includes your contact information and a brief course description of your proposed workshop.
- An outline of your proposed workshop including your:
 - Session outcomes
 - A list of course activities that support your outcomes
 - Media and materials that you will be using
 - Any audio-visual or other special accommodations needed

Selection Process

All proposals should be submitted on the ATD Nebraska website along with an Event Proposal Form (EPF). EPF's should be submitted no later than **June 13th, 2018**.

After the proposal submission deadline, the Trainer's Institute team will evaluate all proposals and schedule a web meeting with you to discuss your proposal. The purpose of this meeting is for both parties to get clarification on the proposed workshop and to get questions answered and to align workshops, so there is coordination between content

Proposal decisions will be made on **June 30th, 2018**.

Key Dates

Date:	Actions
June 13, 2018	Online RFPs due
June 30, 2018	ATD will notify speakers on their RFP's
Sept 01 2018	Final course materials submitted
Sept 11 2018	Trainer's Institute begins

Questions

Questions on proposal should be directed to:

John Salow
Director of Trainer's Institute
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Karen Wegner
Director of Speaker's Connections
krnwegner@yahoo.com