



Request for Proposals: Professional Development & Training

The Lancaster Chamber is seeking subject matter experts in a variety of business-related topics to act as speakers, workshop leaders, facilitators, and instructors to enhance professional development and training offerings for the incumbent workforce in Lancaster County and our local region.

Our promise to the members of the business community is to **create access to accelerate ideas, opportunities and solutions**. Based on the feedback we have collected, we have identified three areas of critical concern:

- Recruitment & Retention of a Qualified Workforce (HR Best Practice, Culture, Leadership Development, etc.)
- Business Growth & Profitability (Sales/New Business Development, Financial strategies, etc.)
- Leveraging Technology (Social Media, Automation, Cloud-Based systems, CRM, etc.)

Proposals for educational programs that address these issues are now being accepted. While all submissions will be reviewed, those that have been uniquely developed to deliver on our promise to the business community will receive priority consideration.

INSTRUCTIONS FOR SUBMITTING A PROPOSAL:

1. Review the program requirements, below (Scope, Deliverables, Timeline, Standards)
2. Complete the following items:
 - Presenter Application form
 - Program Proposal form that includes:
 - Program title
 - Program benefits (how this program benefits employers and attendees)
 - Topics covered (a bulleted list of key items that will be discussed)
 - Instructional methods (the tools/formats you plan to use to engage with participants)
 - Target audience (job titles, experience levels, etc.)
 - Learning objectives (tasks that participants should be able to perform after the session)
 - Number and length of session(s) proposed
 - Minimum/maximum number of attendees desired
 - Fee: The amount (flat or per person rate) you expect to receive from the Chamber in return for providing the course content, materials and delivery. Chamber will provide marketing and administrative support and provide room space and technology/instructional tools
3. Submit the forms via email or USPS to the Lancaster Chamber, ATTN: Professional Development & Training Manager, 115 E. King Street, Lancaster, PA 17602 (training@lancasterchamber.com)

Scope of Work:

- Course Development & Presentation:
Develop and present a business-related educational program. The program must:
 - Support the Lancaster Chamber's promise to the business community
 - Have content based on current best practices, research and/or trends
 - Incorporate adult learning theory into program design
- Marketing & Promotion:
 - Presenters will agree to co-promote the program through their own networks

Deliverables:

- Content to fill agreed-upon hours of classroom training
- Syllabus/Program Outline
- Lesson Plans (per session(s))
- Learning Objectives (per session(s))
- A copy of any electronic and/or paper documents to be used during the session(s)
- An explanation of what each participant should be able to achieve after the session (outputs)
- Recommendations for follow-up tools to measure program outputs and impact

Timeline:

Deadlines for single and multi-session programs are different and depend upon whether the content must be developed or already exists in some form. Our goal is to provide unique educational opportunities to help people thrive and businesses prosper.

- For new programs that require content creation:
 - Single session: proposal due 3 months prior to expected start date
 - Multi-session: proposal due 5 months prior to expected start date. An initial meeting with the Workforce Initiatives Manager to discuss program content, learning objectives, and activities must be completed a minimum of four months prior to the expected start of the program. Additional meetings will be scheduled as needed.
- For programs with existing content:
 - Proposal due 3 months prior to expected start date
- Final course materials must be submitted to the Training & Development Manager for review a minimum of two weeks prior to the expected start date of the program.

Performance Monitors:

- A member of the Lancaster Chamber staff may audit the program
- Post-event survey and comments
- Net Promoter Score

Evaluation and Award Process

- Proposals will be evaluated within one month of receipt and approval will be based on the relevancy of the content to the business community, the professional background and classroom management experience of the provider, feedback from references, and a successful interview with the Training & Development Manager. Approved providers will be sent a contract for review and signature.

Questions:

- Contact Cindi Moses, Professional Development & Training Manager, 115 East King Street Lancaster, PA 17603, training@lancasterchamber.com



Presenter Application: Professional Development & Training

All information pertaining to the session(s) will be communicated to the primary presenter. The primary presenter will be responsible for communicating program information to the Lancaster Chamber and, if applicable, to his/her co-presenter(s). Information in promotional materials will appear exactly as provided on this application. Please check the spelling of all relevant titles, academic degrees and professional designations and include a current resume/CV along with this document.

INFORMATION	PRIMARY PRESENTER	ADDITIONAL PRESENTER
Name:		
Title:		
Credentials:		
Organization:		
Address:		
City, State, Zip:		
Phone:		
Email:		
LinkedIn profile?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Previous presentation experience? (explain)		
Previous classroom management experience? (explain)		
Reference 1: (name & contact email)		
Reference 2: (name & contact email)		
Current Chamber Investor/Member?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>



Program Proposal: Professional Development & Training

TITLE:

TOPICS COVERED: *Bullet key points that will be addressed*

TARGET AUDIENCE: *Who would most benefit by attending?*

- Topic Appeal: *Broad* *Narrow*
- Experience: *Senior* *Mid* *Early*
- Job Role: *Leader* *Mgr/Super* *Individual Contributor*
- Company Size: *Less than 50* *51-100* *100-500* *500+*
- Industries (list):

PROGRAM BENEFITS:

What will employers gain by sending staff to this event?

What will participants gain by attending?

LEARNING OBJECTIVES: What will participants be able to do after participating in the program?
(Use verbs such as: Define, List, Identify, Explain, Apply, Solve, Analyze, Plan, Manage, Review, Rate, etc.)

INSTRUCTIONAL METHODS: Check which of the following you plan to use during the program

- | | |
|---|---|
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Large Group Discussion |
| <input type="checkbox"/> PowerPoint/Prezi | <input type="checkbox"/> Small Group Discussion |
| <input type="checkbox"/> Participant Presentation | <input type="checkbox"/> Game(s) |
| <input type="checkbox"/> Group Exercises | <input type="checkbox"/> Role plays |
| <input type="checkbox"/> Individual Exercises | <input type="checkbox"/> Q&A |

Other methods:

INSTRUCTIONAL TOOLS/JOB AIDS REQUEST:

All rooms are equipped with an LCD projector and screen. Large rooms also include a lectern and one wireless lavalier microphone. Presenters may reserve a laptop or bring their own. If other equipment or special arrangements are required, there may be an additional cost:

Requested items:

- Flip charts & markers
- Laptop reservation
- Other: please specify below

Classroom set up (if applicable):

- Classroom (rows of tables)
- Pods (scattered clusters of tables seating 4-6)
- U shape

PROPOSED NUMBER AND LENGTH OF SESSION(S):

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PROPOSED MINIMUM/MAXIMUM NUMBER OF ATTENDEES:

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PROPOSED FEE STRUCTURE:

The amount (flat or per person rate) you expect to receive from the Chamber in return for providing the course content, materials and delivery. Chamber will provide marketing and administrative support, room space, and the technology/instructional tools listed above.

ADDITIONAL PRESENTER COMMENTS: