



## REQUEST FOR PROPOSALS: FACILITATE A CWCC EDUCATIONAL WORKSHOP

Twice a year, the Colorado Women's Chamber of Commerce (CWCC) solicits RFPs from subject matter experts within our membership who are interested in presenting engaging, interactive workshops for the Chamber membership. We are currently seeking proposals for January-June 2017. To be considered, please complete the RFP below. You may submit as many RFPs as you wish, but only one topic may be submitted per RFP. [Facilitators are selected based on session topic, expected outcomes and facilitation experience.](#) The deadline for submissions is December 15, 2016.

The CWCC workshops will be held on the third Thursday of each month from 9:00 am – 10:30 am, at the CWCC Offices, located at 1350 17<sup>th</sup> Street, Suite 100 in downtown Denver. Each month's workshops will directly correlate to that month's theme. The first six months' themes are listed below.

### MONTHLY THEMES

Use the list and descriptions as guidelines for your workshop content. There should be a direct correlation for the content and title of your workshop to the monthly theme.

- January 26th – Mentoring: A relationship between an experienced person and a less experienced person for the purpose of helping the one with less experience in a given area.
- February 23 – Self Care: Keep yourself performing at your top level of physical, emotional and mental well-being.
- March 23 – Financial Fitness: Sharpen your skills and understanding of money management, consumerism and financial planning
- April 27 – Influence: Broaden your impact on individuals, teams and your organization no matter what role you play.

### SELECTION CRITERIA

Facilitators must:

- be members of the Colorado Women's Chamber of Commerce
- demonstrate their ability to tailor their presentation to the CWCC membership
- have experience in presentation and workshop facilitation
- be willing to volunteer her/his time and resources to design and deliver the workshop

### FACILITATOR RESPONSIBILITIES

- Send all presentation materials to CWCC staff liaison no less than two days prior to the workshop
- Inform CWCC staff liaison of preferred room setup no less than two days prior to the workshop (see below for options)
- Provide a copy of all workshop materials for each participant
- Promote the workshop to their own networks

### **CWCC RESPONSIBILITIES**

- CWCC has the right to cancel any workshop which has less than 8 pre-registered attendees. (Note the maximum capacity of the room is 20)
- CWCC will provide:
  - Laptop with presentations preloaded and ready to display on TV screen, remote clicker, white board with markers, easel and flip chart with markers, options for room setup (ex. Classroom, theater, U-shape, hollow square, pods)
  - Pens and general post-workshop evaluations to all attendees

### **CWCC EDUCATIONAL WORKSHOP RFP**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:**

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**Website:** \_\_\_\_\_

**CWCC Member:**

- ☐ Yes  
☐ No

**Which month are you applying for?**

- |  |   |
|--|---|
| <input type="checkbox"/> January 26 – Mentoring  | <input type="checkbox"/> March 23 – Financial Fitness |
| <input type="checkbox"/> February 23 – Self Care | <input type="checkbox"/> April 27 – Influence         |

**Proposed Workshop Title:**

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**Workshop Short Description (*150 words and under*):**

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**Full Workshop Description (*including objectives outcomes and correlation to theme*):**

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**Speaker Bio (100 words or less):**

**Headshot (Please send a .jpeg or .png with your completed form)**

**Describe your facilitation and presentation experience:**

**Please list two professional references (including name and contact information):**

1. \_\_\_\_\_

2. \_\_\_\_\_