**ATD TULSA 2020 PROGRAMS**

**WORKSHOP PROPOSAL FORM**

Workshop Information

1. Name/Title/Credentials:(*to appear in promotional/marketing materials):*
2. Workshop Title:

The workshop title should fit with workshop themes outlined.

1. **Describe How Your Workshop Fits our Program Objective (Theme):** To advance ATD’s mission to “empower professionals to develop talent in the workplace”. 100 words or less

Per the ATD Competency Model, relevant topics include:

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| *Areas of Expertise* |
| 1. Change Management
 | 1. Coaching
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| 1. Evaluating Learning Impact
 | 1. Instructional Design
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| 1. Integrated Talent Management
 | 1. Knowledge Management
 |
| 1. Learning Technologies
 | 1. Managing Learning Programs
 |
| 1. Performance Improvement
 | 1. Training Delivery
 |
| *Foundational Competencies* |
| 1. Business Skills
 | 1. Interpersonal Skills
 |
| 1. Global Mindset
 | 1. Personal Skills
 |
| 1. Industry Knowledge
 | 1. Technology Literacy
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1. Describe How Your Workshop Contributes to the Professional Development of ATD Tulsa Program Attendees: 100 words or less
2. Workshop Description: 200 words or less

*It should be written in a format that will help us market your workshop to program attendees.*

1. Target Audience and Level: (novice – entry level, intermediate – middle level or advanced – senior level.)
2. Learning Objectives: 300 words or less

State at least three (3) Learning Objectives for the proposed workshop. Each objective should specifically indicate the results and outcomes you seek in terms of participants' knowledge, skills, and behavior. For each objective, use the format: “After participating in this workshop, participants will be able to…”

1. Workshop Design Plan:

Include a workshop outline with timeframes and delivery methods for all activities. Each workshop timeframe is 60 minutes including time for questions and answers.

1. Handout / Performance Tools:

Include a title and description of each handout or item that will be given to participants.

1. AV and / or Room Configuration Requirements:

Please note: The workshop room will be equipped with a desktop computer, projector, screen, and microphone (if needed). Additional AV or configuration needs, including internet access or computer audio projection, must be noted in your proposal.

1. Evidence of Professional Qualifications and Credentials: 300 words or less

Include relevant education, Professional Certifications, personal and professional awards and/or commendations received personally or as a “key player” in the organization for specific project(s). Include your public speaking experience(s), listing similar presentations with particulars about when, where, size of audience, subject, etc. You may attach a resume for further elaboration.

1. Demonstration of Presenter Ability:
2. Provide evaluation results from a past presentation on that demonstrates your style and ability. Preferred evaluation results will include content related to the proposed workshop topic.
3. *Optional* – Provide a link or video attachment of you presenting that demonstrates your style and ability. Preferred videos will include content related to the proposed topic.
4. Biography: 300 words or less per speaker

*To appear in workshop promotional/marketing materials*

1. Professional References:

Provide the names, addresses, telephone numbers and email addresses of three (3) references, specifying the context in which the references know you and are familiar with your skills as a workshop presenter or speaker. Please ensure that each is aware he/she may be contacted for feedback on the primary speaker’s presentation style and technique. Note: If you have presented at ATD Tulsa in the past, please provide the date and topic in addition, to the three references requested above.

1. Professional Photo:

Submit a professional color headshot photo of the presenter(s) in JPEG format.

*For workshop promotional/marketing materials*