## Thank you for your interest in providing the TOC 2024 L&D Skills Academy!

### Session proposals will be accepted until 11:59 p.m. (ET) on September 15, 2023, and must be submitted through the [online submission form](https://trainingofficers.org/skills_academy_proposal/).

### This Word version of the proposal submission form is available so you can create a draft and edit your work before you submit your answers in the official online proposal form. This can save you significant time and also make refining your idea easier. It can also be handy to keep a copy of this document to reference should your proposal be selected. **Purpose**

The Training Officers Consortium (TOC) is committed to offering premier professional development opportunities to its registrants, which include trainers, educators, learning executives, and human resource development specialists in the Federal government. This year, TOC is piloting an L&D skills academy as premium content to a limited number of registrants to develop their skills and L&D-specific capabilities.

**Scope of Program**

TOC seeks a vendor to provide an eight-week train-the-trainer program for up to 10 registrants from January - March 2024. The program should include, but not be limited to:

* conducting a baseline talent development skills-gap assessment;
* self-directed learning;
* peer-to-peer learning;
* live, instructor-led sessions on fundamental skills needed for L&D professionals in the Federal Government;
* opportunities for one-to-one coaching as needed; and
* small-group coaching.

Proposals with costs over $2,000 for the cohort cannot be considered.

If you have any questions before submitting, don't hesitate to email us at [info@trainingofficers.org](mailto:info@trainingofficers.org).  
  
Thanks again for your interest!

*NOTE: Required questions in the online submission form are noted with an asterisk (\*). This form will not be accepted as your proposal submission.*

## Program Information

### **Title\*** *(Max character count 150)*

### **TIP:** *Make it catchy and informative.* *It’s helpful to have a clear title about what topics, techniques, and/or approaches your program will cover. That can help boost excitement and participant interest.*

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#### Delivery Method(s). \*

There can be both in-person and virtual components. Please indicate your preference below. The sessions will not be hybrid. Instead, they will be presented to only those in person OR only to those online but not both. This allows the presenter to focus on one audience only.

* In-person only
* Virtual only
* Blended

## Number of participants per cohort. \*

## Identify the number of participants the program can accommodate per cohort.

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## Cost per cohort. \*

## Identify the amount TOC will be required to pay for the program.

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## Description. \*

**TIP: Be descriptive! Be sure to write with the attendee in mind, such as using sentences starting with phrases like "You will...".**

### Challenge: \* Describe the challenge or problem that this program addresses: *(Max character count: 750)*

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### **The next two elements (solution and objectives) are the most important ones regarding how we evaluate your proposal. Be sure to include as much specific detail here as possible about the strategies, approaches, concepts, tools, and technologies you plan to cover so we can best understand your vision for your program.**

### Solution: \*

### Describe how the program will provide a solution for participants: *(Max character count: 750)*

**TIP:** This section is where you should focus your energy. Let the participants know the details of your solution/approach and what's special about your angle on each topic. (Our participants need to know why they should attend and how they will benefit from your program.)

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#### Objectives: \* Identify the terminal and enabling learning objectives for your program.

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## Vendor Information

#### Company, Contact Name, Email, Phone, Social Media links, Facilitator Bio(s)

#### Add your Social Media contact information:

#### We often promote professional development events on our social media channels. While this information isn't required to have a proposal accepted if your program is selected and you'd like us to tag you when promoting it, just let us know which accounts to tag.

LinkedIn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facebook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Twitter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Bio:** This bio should highlight career or educational experiences, awards, etc., for each program facilitator. Do not describe your company’s products or services. *(Max character count: 750)*

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### **Facilitation Sample:** Provide a link to a 10 to 15-minute recorded video demonstrating your facilitation ability and experience.

## Speaker and Presentation Policies

#### The proposal you are about to submit is for the 2024 L&D Skills Academy. All proposals are subject to The Training Officers Consortium’s [speaker and presentation policies](https://trainingofficers.org/wp-content/uploads/2023/08/2024_Skills_Academy_Speaker_Policies.pdf), and your submission of this proposal assumes agreement with those policies. NOTE: Should you have any questions, please feel free to contact us at [info@trainingofficers.org](mailto:info@trainingofficers.org).

( ) I have read and agree to The Training Officers Consortium’s policies for speakers and presentations.

## Proposal Submission

### Session proposals must be submitted through the [online submission form](https://trainingofficers.org/skills_academy_proposal/).

## So, What Happens Next?

Your submission will be received, and a confirmation will be sent to your email address from [info@trainingofficers.org](mailto:info@trainingofficers.org). If you don't see it in the next hour, check your spam folder, as they sometimes land there.

Proposals are being accepted until September 15, 2023. The review process takes a bit of time, but we expect to be able to let you know the status of your proposal by **October 13, 2023.**  
  
For questions before then, feel free to reach out to us at [info@trainingofficers.org](mailto:info@trainingofficers.org)  
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