

Request for Proposals (RFP) for 2019 Chamber ‘IGNITE Your Business’ Conference

1. DESCRIPTION

The Sheridan County Chamber of Commerce is seeking proposals from professional trainers to teach during the **IGNITE Your Business Conference** on Thursday, May 23, 2019. **IGNITE**, in its fifth year, will include a full day of 75-minute seminars where individuals can pick which ones are most relevant to them/their business. The day will include four 75-minute sessions with three seminars per session, 12 total seminars. Attendees should leave with tangible concepts that can be implemented immediately as an owner, manager, or employee.

2. SCOPE

- a. The day will include 12 total seminars, two sessions in the morning and two sessions in the afternoon. The categories/topics below are based on feedback from the 2018 Ignite Follow-up Survey asking participants what trainings they would attend. Proposals for the following are requested for teaching a 75-minute seminar on one topic (Please submit separate proposals for each topic you're interested in teaching)

- i. Human Resources & Customer Service

1. **Suggested Classes from 2018 Survey (but not limited to):**

- a. Dealing with Difficult Employees
 - b. Defining and Cultivating a Culture
 - c. HR Resources and Tips: State Laws Updates
 - d. Time/Task Management
 - e. Coaching
 - f. HR Basics
 - g. The Importance of Teamwork
 - h. Retaining Employees from Different Generations
 - i. Hiring the Best and Offering the right Benefits

- ii. Marketing & Communications

1. **Suggested Classes from 2018 Survey (but not limited to):**

- a. Technology: New & Innovative Technologies to Organize your Business
 - b. Value of Website, Brand, SEO, etc
 - c. How to Market Your Business on a Budget
 - d. Social Media Marketing
 - e. How to Create a Marketing Budget and What Should be Included
 - f. Effective Communication

- iii. Business Growth & Development

1. **Suggested Classes from 2018 Survey (but not limited to):**

- a. Leadership

- b. Business Resources Available Through SBDC, UW, MW & Others
 - c. Expanding a Business: Common Pitfalls, Solutions and Hands On Q&A
 - d. First Time Supervisor Training
 - e. Strategic Planning
 - f. Cyber Security
 - g. Innovation
 - h. Succession Planning
 - b. Trainers are not required to teach on all these topics. Please present proposals for your area of expertise. The IGNITE committee will work with the trainer on session title and description. It is possible to be chosen to teach during just one session, or during all four sessions, depending on your scope of expertise.
 - c. ***Please feel free to submit topics/classes to the committee that may not be listed if you believe they will be an asset to the conference.***
- 3. REQUIREMENTS (One page minimum, two pages maximum)**
- a. Previous training experience.
 - b. Ability to communicate ideas with specific and effective methods of implementation.
 - c. Real life experience on the topics you are proposing.
 - d. One paragraph of past experience as a trainer and business experience, and if applicable, tell us about your business or organization.
 - e. Submit a separate proposal for each topic you're interested in teaching.
 - f. Provide a detailed scope of your curriculum and how you will be presenting, along with a proposed cost.
 - i. *The Ignite Conference provides trainers with an outstanding opportunity to present to a variety of business professionals. Each trainer may provide marketing collateral to attendees of the conference and will receive survey feedback as well as a list of conference attendees. Please submit your proposed cost considering the marketing opportunities available, and the committee will contact you and work out the details if your proposal is accepted.*
 - g. Please provide 2 references for teaching/training experience.
- 4. TERMS AND CONDITIONS**
- a. Proposals may be mailed to:
 - i. Sheridan County Chamber of Commerce
C/O Teresa Detimore
PO Box 707
Sheridan, WY 82801
 - b. Proposals may be delivered to the Chamber at 171 N. Main Street, Sheridan.
 - c. Proposals may also be emailed to Teresa Detimore at tdetimore@sheridanwyoingchamber.org
 - d. Proposals must be received by 5:00 pm January 7, 2019.