

Request for Proposals (RFP) for 2019 Chamber 'Innovate and Grow' Conference

1. DESCRIPTION

The Campbell County Chamber of Commerce is seeking proposals from professional trainers to teach during the **Innovate and Grow Conference** on Friday, May 17th, 2019. **Innovate and Grow**, was created by the Campbell County Chamber, and we are excited to offer training that will include a full day of 1 ½ hour seminars where individuals can pick which sessions that are most relevant to their business. The day will include (4) 1 ½ hour slots with three choices per session, 6 total sessions. The intent of each session is for attendees to be able to leave with tangible concepts that can be implemented immediately as an owner, manager, or employee.

2. SCOPE

The day will include 6 total sessions, two sets in the morning and two sets in the afternoon. The categories/topics below are based on regional feedback from 2017. Proposals for the following are requested for teaching a 1 ½ hour session on one topic (Please submit an individual proposal for each topic you're interested in teaching)

Human Resources & Customer Service

Suggested Classes (but not limited to):

- a. Training Seasonal Employees for Customer Service
- b. Employees and Community Service
- c. Human Resource Content
- d. How to Have the Difficult Discussions
- e. Hiring for Millennials – What to negotiate, what are key items/topics to consider
- f. Employee Engagement & Retention
- g. Developing Employee Wellness Programs
- h. Time Management
- i. How to communicate through the Chain of Command.

Marketing & Communications

Suggested Classes (but not limited to):

- j. Technology: How to Use it to Improve Efficiency and Performance
- k. Conducting Market Research
- l. How to Plan and Present Effective Meetings/Trainings
- m. Email Marketing for Small Business
- n. Public Speaking/Networking
- o. Sales Training (Relationship Building)

Business Growth & Development

Suggested Classes (but not limited to):

- p. Gaining New Clients While Retaining Current
- q. Business Finance (How to read & understand financial statements, budgeting, etc.)

- r. Event Planning/Timelines
 - s. Retirement Plans & Buyout Agreements (ESOP's)
 - t. Legalities – What you can and cannot do on your own
 - u. Top Tier Leadership
 - v. Lean Business Practices
 - w. Cyber Security
 - x. How to Avoid Fraud
 - y. Creating an Employee Safety Plan
- b. Trainers are not required to teach on all these topics. Please present proposals for your area of expertise. The committee will work with the trainer on the 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

- 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 page, included in proposal, must be a description of past experience as a trainer and business experience, and if applicable, tell us about your business or organization.
- e. Submit a separate one-page proposal for each topic you are applying for.
- f. Provide a detailed scope of what you plan and how you will be presenting, along with a proposed cost.

The intent of the Innovate and Grow Conference is to provide low-cost and high-value training locally. The Chamber has limited funds for training fees in order to keep the cost down for the conference. In exchange, each trainer may provide marketing collateral to attendees of the conference. Please submit your proposed cost, and the committee will contact you and work out the details if your proposal is accepted.

Please provide 2 references for teaching/training experience.

4. TERMS AND CONDITIONS

Proposals can be mailed to:
Campbell County Chamber of
Commerce
C/O Tracy Mathews
314 S. Gillette Ave.
Gillette, WY 82716

Proposals can be delivered to the Chamber at the same address.

Proposals can also be emailed to Tracy Mathews at tracym@gillettechamber.com

Proposals due by 5:00 pm January 12th, 2019.