

**ATD TULSA PROFESSIONAL DEVELOPMENT PROGRAMS
REQUEST FOR PROPOSAL FORM**

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

2. **Workshop Title:** *(The workshop title should fit with workshop themes outlined.)*
The Power of Performance Feedback

3. **Describe How Your Presentation Fits Our Program (Theme) which is to advance ATD’s Mission to “empower professionals to develop talent in the workplace.”**
The program serves to empower talent development professionals by providing actionable tips for providing performance feedback.

4. **Describe How Your Workshop Contributes to the Professional Development of ATD Tulsa Program Attendees:** 100 words or less
ATD Members and guests will have a set of meaningful performance expectations and processes to help improve trainee performance.

5. **Workshop Description In 300 words or less:** *(It should be written in a format that will help us market your workshop to program attendees.)*
How can we best address unmet performance expectations in our feedback? Feedback is a critical part of team performance. The way you give feedback directly affects the outcomes of your team. If you’re like most people, the feedback you provide is often vague, inconsistent, nuanced, and generally ineffective.
To unlock real performance improvement- you must learn how to utilize feedback effectively. It’s a game changer for your team.

In this session, I want to teach you how to give feedback that is timely, specific, and simply more effective. I’ll share how to set meaningful performance expectations, address unmet expectations effectively, and performance feedback timelines and processes to improve performance. I’ll provide you with a set of tools that you can begin using today to deliver feedback, to not only transform your team, but your entire organization.

So, if you’re ready– let’s go.

6. List the top three (3) [ATD Capability Model](#) topic(s) your workshop addresses

Communication, EQ & Decision Making, Collaboration & Leadership, Organizational Development & Culture, Cultural Awareness & Inclusion, Talent Strategy & Management, Performance Improvement, Career & Leadership Development, Change Management, Lifelong Learning, Coaching, Data & Analytics, Evaluating Impact, Future Readiness

7. **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. *After participating in this workshop, participants will be able to utilize tools that can guide corrective, coaching, and reinforcing feedback conversations to improve performance.*
2. *After participating in this workshop, participants will be able to learn how to effectively and proactively address unmet performance expectations*
3. *After participating in this workshop, participants will be able to set expectations for performance effectively*

8. **Workshop Design Plan:**

Include a workshop outline with timeframes and delivery methods for all participant interaction and hands-on activities. Each workshop timeframe is 60- to 75-minutes including time for questions and answers.

- *Pump-up Activity/Introduction - 5 minutes*
- *Set Performance Expectations for Your Team (Lecture) - 5 minutes*
- *Identify and Communicate Performance Expectations in Your Team (Activity + Discussion) - 7 minutes*
- *Frameworks to Deliver Effective Feedback (Lecture) - 5 minutes*
- *Tools for Addressing Unmet Performance Expectations (Activity + Discussion) - 7 minutes*
- *How to Utilize Feedback Data to Identify Areas for Improvement (Lecture) - 5 minutes*
- *Guidelines for Most Effective Feedback Loops for Improved Performance (Lecture + Discussion) - 7 minutes*
- *Questions to Ask in an Effective Retrospective/Debrief/Performance Review to*
- *Continuously Improve Performance (Lecture + Activity) - 7 minutes*
- *The Power of Relational Feedback Conclusion/QA (Lecture) - 10 minutes*

9. **Handout / Performance Tools:**

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

Title of Handout : Performance Feedback Handout

10. Type of Presentation (select one):

- Virtual (presenter and all participants are connected online)
- Hybrid 1 (presenter is virtual online, audience is in-person)
- Hybrid 2 (presenter is in-person, some or all the audience is virtual online)
- In-Person (presenter and all participants are in-person)

11. AV and / or Room Configuration Requirements: (Not applicable for a virtual program)

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.

n/a

12. Virtual Presentation Requirements: (For virtual presentations)

The ATD Tulsa Chapter can provide a virtual link to a Zoom session for this event. Or you can provide your own virtual platform link (Zoom, WebEx Meeting, WebEx Training, GoTo Meeting, etc.) The platform must be accessible to participants who may be connecting from a company (corporate) environment.

I can use the ZOOM meeting room provided.

13. 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.

- *Oklahoma 30 under 30 , Tulsa 40 Under 40, Lean Six Sigma Green Belt, MA*
- *Organizational Dynamics, OU - Tulsa Award Leadership*
- *Public Speaking; some highlights include*
- *Scan Agile - Finland - 75 attendees - Lead Change as a Newbie - February 2019*
- *Google Development Group - California - 50 employees - Applying Agile Methods*
- *Outside Development - October 2019*
- *KC DevOps Days - Kansas City - 300 attendees - Leading Change - November 2019*
- *Prezi Leadership Conference - Budapest - 750 attendees - Performance Feedback - February 2020*
- *Amazon Days - Online - 5000 attendees - Innovation in Teams - May 2020*

14. **Demonstration of Presenter Ability:**

- A. Provide evaluation results from a past presentation that demonstrates your style and ability. Preferred evaluation results will include content related to the proposed workshop topic.
- B. *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.

Link to video: <https://youtu.be/FSOaB4wTlxU>

15. **Biography:** 300 words or less per speaker

To appear in workshop promotional/marketing materials

Amber Vanderburg is a multi-award winning international businessperson, keynote speaker, and founder of The Pathwayz Group. In 2016, she left her job in corporate HR to become the only female, only American, and only blonde Academy elite football coach for the Adidas Gameday Academy/Paris Saint Germain Academy in Bangalore, India. She worked with an international team of coaches to transform the organizational design, training development, and corporate culture to cultivate a higher-performing team. Today, Amber and The Pathwayz Group work with international teams that struggle with coworker tension, inefficient processes, and unmet performance expectations in an action focused approach to become more effective, more efficient, and more enjoyable.

16. **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. ATD Tulsa may contact them to get feedback regarding your presentation technique and style. 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. Aaron Blythe - Lead Organizer for DevOpsDays KC

aaron.blythe@gmail.com

2. Fanni Federi - Event Organizer for Prezi Leadership Conference

fanni.federi@prezi.com

3. Chuck GrebChuck Greb - Organizer for Google Development Group Ratoma

charles.greb@gmail.com

I have presented at ATD TULSA dated 19th of June 2020 with the topic "Cultivating a Culture of Creativity, Collaboration, and Captainship"

17. Professional Photo:

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

For workshop promotional/marketing materials

SAMPLE