



Seeking Proposals for the City of Madison's Women's Leadership Series

City of Madison Human Resources' Division of Organizational Development (OD) is seeking proposals for Women's Leadership Development Trainers/Facilitators with the demonstrated competency necessary for facilitating professional and personal development sessions for up to 100 women through a variety of knowledge/skill building workshops. These workshops should use active and inclusive icebreakers, games, trainings, and activities as well as classroom instruction. **Proposals are due by 4:30pm CST on April 22nd** and should be emailed to OrganizationalDevelopment@cityofmadison.com.

Overview:

The City of Madison's [Women's Leadership Series](#) began in 2015. This series was designed to increase representation of women in the highest levels of leadership. The series encourages participation of diverse racial, ethnic, and gender identity groups, as the goal of the program is to impact overall underrepresentation at all levels of leadership.

Proposal Requirements:

In 1-2 paragraphs per question, please answer all of the following:

1. Please describe a time you presented to a large group (up to 100 attendees). Provide examples of how you kept the audience engaged.
2. Please tell us about your experience facilitating sessions for diverse audiences. Provide an example of how you incorporated racial equity and social justice principles into your curriculum.
3. Our goal is to make sure our trainings are safe places to learn. Describe how you create environments that are safe for participants to fully engage. Also, please respond to the following scenario: You're leading a training session in a multi-racial group, and a white woman makes a statement that is racially insensitive. How do you respond?
4. Provide a 1 paragraph summary of your presentation followed by bulleted learning objectives.
5. Please describe how your presentation aligns to one or more of the City of Madison's Vision of being **Inclusive, Innovative, Thriving**: (see examples below)
 - **Inclusive** – Unconscious Bias in Leadership, Navigating the Double Bind, Diversity in Leadership, etc.
 - **Innovative** – Building Alliances, Negotiation, Positive Psychology, etc.
 - **Thriving** – Wellness, Authenticity, Succeeding on Your Own Terms, etc.
6. Please provide an estimate in half-day increments, including cost, and A/V tech needs for the training.

If chosen, you will be asked to provide a copy of your training materials, and will work with Organizational Development staff to align your presentation as needed to fit the Women's Leadership Series curriculum.

City of Madison Human Resources/OD

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