



## Request for Program Proposal

We invite you to submit a proposal for an educational program that aligns with our mission to “promote, recognize and celebrate the value of coaching.” We have endeavored to make this document self-explanatory; however, if you need clarification please contact Arika Clark at [arikaclark@icf-chicago.org](mailto:arikaclark@icf-chicago.org) or Debbie Leoni at [debbieleoni@icf-chicago.org](mailto:debbieleoni@icf-chicago.org).

We offer programs that provide Continuing Coach Education (CCE) units from the ICF in two categories:

1. **Core Competencies** – these programs provide advanced coach training that relates to or expands upon the [ICF Core Competencies](#).
2. **Resource Development** – these programs offer training in skills that contribute to the professional development of a coach (e.g. personal development, coaching assessments or tools, business building, or other materials that fall outside of Core Competencies.)

### General Requirements, Advice & Information:

This document contains a user-friendly form on pages 3 and 4 below. Please carefully review these tips to complete your request for proposal.

Use a **short, compelling title** that accurately describes the content of your session.

Sessions should be experiential to the extent possible. Our coaching community prefers programs that engage them with the presenter and other attendees.

Design and deliver content to meet the needs of both newer and advanced coaches.

Present a concise proposal that clearly demonstrates the purpose of the proposed program: *Make sure to include specific deliverables and not just a broad overview.*

### Promotion of Presenter Services:

**We require that our programs are strictly educational in content; promotion of services or offerings is not permitted during the program.** We do, however, offer promotion as follows:

1. ICF Chicago markets the programming through its website and social media
2. Closing remarks following the program by ICF Chicago will highlight ways to learn more about the presenter.

3. It is not the policy of ICF Chicago to provide access to registrant contact information. Sharing of such information is up to the discretion of each individual.
4. ICF Chicago is willing to forward a promotional email to the registrants if provided by presenter prior to the program.

### **Proposal Evaluation:**

We will acknowledge receipt of your proposal within five business days and respond with our decision regarding your proposal within 60 days. Proposals will be reviewed by the Program Committee, a volunteer team of ICF Chicago coaches and colleagues. Our review will consider individual merit, the needs of our organization, and the balance of the year-long program content.

Evaluation criteria that will be considered:

- Quality of the information provided
- Experience and credentials of the presenter(s)
- Value the session brings to coaching professionals
- Eligibility for ICF CCE Units, especially Core Competency CCE Units

After acceptance of your Proposal we will send you more specific information pertinent to the date of your presentation and the speaker's agreement.

### **Application and Steps to Submitting a Proposal:**

**STEP 1:** Read the information above in full.

**STEP 2:** Complete the official proposal form.

**STEP 3:** Save your completed form as a word document and email it, along with a high-quality JPEG photo of each presenter, to ICF Chicago Program Committee.

Thank you in advance for submitting a proposal.

Sincerely,

ICFC Programming Committee.

## Program Proposal

*Please review pages 1-2 of this document before completing pages 3-4 for submission. The information you provide will be used to apply for continuing education credits from the International Coach Federation and to market the program on the ICF Chicago website and social media. Thank you!*

<b>Title of the program</b>	
<b>Primary speaker's name</b>	
<b>Primary speaker's phone</b>	
<b>Primary speaker's email</b>	
<b>Website for primary speaker/facilitator</b>	
<b>Credential status of the primary speaker/facilitator</b> (Place x by one which applies to speaker/facilitator)	ACC:    PCC:    MCC: Currently pursuing an ICF credential: Not currently pursuing an ICF credential:
<b>Qualifications and additional credentials of primary speaker</b>	
Has this speaker presented for the ICF in the past? (Yes/No)	
<b>If so, please provide the topics of any past presentations</b>	
<b>Name and qualifications of additional speakers/facilitators</b>	
<b>Proposed program length</b> Note: For programs longer than one hour, we will suggest dates and times compatible with the membership preferences	<input type="checkbox"/> One hour lunch and learn <input type="checkbox"/> 2 hour format <input type="checkbox"/> 3 hour format
<b>List three to five primary learning objectives / expected outcomes</b>	
<p><b>The educational program will directly relate to the ICF Core Competencies and/or Resource Development. Please indicate the percentages below.</b> Core Competencies include coaching skills and ethics instruction or applying technical skills as a coach. Resource development includes personal development, coaching assessments or tools, business building</p> <p>Core Competencies    <input type="checkbox"/> 25%    <input type="checkbox"/> 50%    <input type="checkbox"/> 75%    <input type="checkbox"/> 100%            Resource Development    <input type="checkbox"/> 25%    <input type="checkbox"/> 50%    <input type="checkbox"/> 75%    <input type="checkbox"/> 100% *see page one</p>	
<p><b>Core Competencies:</b> Please indicate which of the ICF Core Competencies will be addressed in your presentation.</p>	
<ul style="list-style-type: none"> <li>• Meet Ethical Guidelines &amp; Professional Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Direct Communication</li> </ul>
<ul style="list-style-type: none"> <li>• Establishing the Coaching Agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Creating Awareness</li> </ul>
<ul style="list-style-type: none"> <li>• Establishing Trust &amp; Intimacy with the Client</li> </ul>	<ul style="list-style-type: none"> <li>• Designing Actions</li> </ul>
<ul style="list-style-type: none"> <li>• Coaching Presence</li> </ul>	<ul style="list-style-type: none"> <li>• Planning &amp; Goal Setting</li> </ul>
<ul style="list-style-type: none"> <li>• Actively Listening</li> </ul>	<ul style="list-style-type: none"> <li>• Managing Progress &amp; Accountability</li> </ul>
<ul style="list-style-type: none"> <li>• Powerful Questioning</li> </ul>	

<p><b>Presentation Summary (200 words)</b> Design an innovative and engaging summary with a short, compelling title that accurately describes the program. The program should meet the needs of both newer and advanced coaches. The ideal program balance is 50% audience participation and 50% presentation.</p>	
<p><b>Session Type:</b></p>	<p>In Person      Teleclass      Webinar</p>
<p><b>Speaker(s) Bios</b></p>	
<p><b>Audio Visual Requirements</b> Please indicate whether you'll need any audio visual requirements such as a laptop, projector and screen, flip chart, pad and markers, table, podium, etc.</p>	

Please send completed copies of this document, along with headshot photos (jpeg format) for all speakers to: [arikaclark@icf-chicago.org](mailto:arikaclark@icf-chicago.org) or [debbieleoni@icf-chicago.org](mailto:debbieleoni@icf-chicago.org).