

## **BUSINESS WORKSHOP FACILITATOR PROPOSAL**

Thank you for your interest in facilitating a workshop through the Surrey Board of Trade Business Workshop Program. All proposals from potential speakers will be reviewed on a monthly basis to support our ability to be responsive to current issues identified by our members, business and industry leaders.

All proposals submitted will be compiled and analyzed in order to support the diverse learning needs of our members and the business community. Proposals will be considered active for two year from the date of the submission.

Due to the volume of proposals received, only selected speakers will be notified for further discussion. While filling out the proposal application, please complete all fields and provide as much information as you are able to.

### **About the SBOT Business Workshop Program**

Through our business workshops, the owner and the employees of a business or organization will benefit from:

- Learning that can be applied immediately in the workplace.
- Staff with the skills knowledge and confidence to ask the right questions and make timely, informed decisions.
- High-level skills development to meet the needs of the business.
- Flexible and cost-effective workshops to minimize time spent away from the workplace

Surrey Board of Trade Business Workshops will offer owners, management and employees the opportunity to acquire new skills and enhance their existing work-based experience to give them the competitive edge.

The Surrey Board of Trade's business and professional development workshops are organized under the following core areas as an ongoing initiative:

1. Managing People
2. Managing Yourself
3. Managing Growth
4. Managing Your Business



The Surrey Board of Trade hosts workshops 2-4 times per month for approximately 10-25 registered participants from various industries. All workshops take place at the Surrey Board of Trade office (101-14439 104 Avenue, Surrey) from 8:00am – 10:00am and admission is \$25 + tax per person for members and \$35 + tax for non-members, unless otherwise noted. Facilitators will not receive compensation and we ask that you arrive by 7:45 am to set-up.

Reminder that facilitators are not to actively sell their products or services during their presentations. Knowledgeable speakers who provide the audience with useable and relevant information will easily pique interest and be asked for further resources.

**Proposed Business Workshop Details**

Title: \_\_\_\_\_

Overview - description of the proposed business workshop, including ways that you will engage with the participants (approximately 180 words):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Learning Objectives (3-5 practical takeaways):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**Target Audience – (indicate more than one if applicable):**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Speaker Details and References**

Please provide the name and contact information for 2 references. References must be able to attest to facilitator's expertise on the proposed topic and previous experience facilitating other workshops.

**Reference 1:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Relationship to Reference: \_\_\_\_\_

**Reference 2:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Relationship to Reference: \_\_\_\_\_

**Are you currently a member of The Surrey Board of Trade? (Preference will be given to SBOT members)**

- Yes
- No

**Sector (select the sector that most closely represents your business):**

- Association (trade, professional)
- Corporate (business-to-business, business-to-consumer)
- Educational institution (technical and vocational college, school district, university)

- Financial
- Government (federal, provincial, municipal)
- Government affiliate (crown corporation)
- Healthcare
- NGO (not-for-profit, charity, advocacy group)
- Other \_\_\_\_\_

**Speaking Engagements (please provide not more than 6):**

Title	Organization	Year

**Publication List (please provide no more than 6):**

Title	Publication	Year

**Additional Required Documents:**

- Resume (including designations and awards)
- Biography (100-200 words)
- Headshot (jpeg, eps, png)

Please send this completed form and additional required documents to Rhona Doria  
[rhona@businessinsurrey.com](mailto:rhona@businessinsurrey.com).