



Internal Professional Development Program REQUEST FOR PROPOSALS

JULY 30, 2020

Literacy Minnesota is accepting proposals to build out an employee professional development program in a learning management system. The finished product will support both online and in-person learning.

Overview

Literacy Minnesota seeks to develop an internal professional development program for employees. The purpose is to provide key information and tools – beyond new employee orientation – in support of agency teamwork and leadership. The draft outline calls for three tracks: Leading at Literacy Minnesota, Working at Literacy Minnesota and Nonprofit Business Management. Each track includes six modules; please see graphic on following page for working session titles.

Format

We wish to offer a program that combines the advantages of self-paced study and online learning with in-person instruction and conversation. We are open to suggestions about the ideal blend, and also interested in proposals that can support a cohort model. We are looking for a mix of new, custom content as well as plug-and-play, previously created content. Canvas or Moodle experience a plus but we remain open to (affordable) platform and design recommendations.

Timeline

Selection of consultant is scheduled to take place during September 2021. Our project plan calls for one track to go live each quarter after securing a consultant, with targets of December 2021, March 2022 and June 2022.

Collaboration Process

Throughout the project the consultant will work with a core team and various content experts. Excellent interpersonal and communication skills will be required of the consultant, in addition to skills in educational design and platform management.

Primary contacts for questions and submissions:

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Priority consideration given to proposals received by August 27, 2021.

Power of Learning: Engage, Discover, Grow

(draft)

1. Leading at Literacy Minnesota

- Supervision and Mentoring
- Stewardship of Resources
- Department and Organizational Leadership
- Rules and Regulations
- Navigating Difficult Situations
- Developing as a Leader

2. Working at Literacy Minnesota

- Literacy as an Equity Strategy: Mission, Vision, Values
- Diversity, Equity and Inclusion
- Literacy Minnesota's Dotted Lines
- Performance Expectations and Organizational Culture
- Agency-wide Operations Manual
- Agency-wide Toolbox (RAPID, SBI, teamwork, meetings, etc.)

3. Nonprofit Business Management

- How Governance Works
- Nonprofit Financials
- Sustaining Business Relationships
- Program Design and Program Evaluation
- Working Together: Teams, Technology and Projects
- Communication