



Leadership Casper
Request for Proposal
Leadership Casper Training Facilitator



1. Objective / Purpose:

The Casper Area Chamber of Commerce offers leadership training and professional development through the Leadership Casper program. This training and educational program creates more effective, relevant, and marketable leaders in our community.

2. Background:

Since 2010, the Leadership Casper Program has offered leadership training through a certified facilitator. The Leadership Casper committee analyzes all proposals to provide the finest leadership training and development. The Casper Area Chamber of Commerce is a 501(c)(6) not-for-profit organization, driven by membership dues. The Leadership Casper Program is considered a program of the Casper Area Chamber; therefore, it must function within the budget set by the Casper Area Chamber of Commerce.

The Leadership Casper program is a two year commitment. Previous year graduates, or “day chairs,” create the agendas for the succeeding year with assistance from the facilitator and committee as needed. Leadership Casper “day chairs” curate community-oriented tours. This builds community awareness and strengthens the participant’s professional network.

Your organization provides the leadership training. This training consists of a introductory mixer in August for approximately two (2) hours with full day classes from September through May consisting of eight (8) three to four (3-4) hour program sessions, directed by a qualified leadership professional, that focus on relevant leadership training topics and current leadership techniques.

3. Guidelines and Expectations:

- Conduct leadership training for up to 25 participants
- The program must contain Personality type assessment with report (not-MBTI)
- Continuing Education credits are preferred but not required
- Assist class leadership in development and execution of orientation
- Leadership topics must be relevant – some flexibility of topics is required
- Training consultant **must be present** during all training sessions
- No webinars unless authorized prior to the training
- Provide all materials necessary for the leadership training
- Maintain the current leadership component with hands-on, interactive activities to help participants understand, practice, and develop skills and small group breakout opportunities



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- 8 Leadership trainings sessions currently scheduled for the second Wednesday of September and the first Wednesday of October, November, December, February, March, and April
 - Training sessions run for 3-4 hours between 8 a.m. and 11:00 a.m.
 - Must attend and distribute program graduation certificates at the May 2024 graduation
 - Meet monthly with the Leadership Casper Committee regarding training exercises, changes to the program, or any fundamentally necessary item that directly affects the program
 - Execute a survey following each session and provide it to Leadership Casper day chairs, committee and Chamber liaison
 - This request is for a three (3) year contract with the Casper Area Chamber of Commerce
4. **Dates Days & Descriptions:** The facilitator conducts a two to three-hour session preceded/followed by a speaker from the community with experience regarding the facilitator’s chosen topic. Small group break out opportunities are encouraged. Facilitator is to coordinate with the day chairs and Chamber staff to make the morning and afternoon sessions flow cohesively.

August 2023
Mixer/Orientation

September 2023
Communication Day

October 2023
Energy Resource Day

November 2023
Education Day

December 2023
Tourism Day

January 2024
Government & Public Safety Day

February 2024
Business Day at the Legislative

March 2024
Healthcare Day

April 2024
Agricultural Day

May 2024
Class/Graduation



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5. Submission Guidelines:

- Provide the Leadership Casper Committee a list of leadership professionals that your organization uses as well as their qualifications and experience.
- Provide the Leadership Casper Committee with a list of references who attest to the caliber of your training and curriculum.
- Please submit your proposal to the Casper Area Chamber of Commerce by March 31, 2023, for review. You may email Darcie Holscher at dholscher@casperwyoming.org or you may mail to PO Box 399. Casper, WY 80602.

6. Pricing

- The committee will consider submission of a fixed price which will be all inclusive.
- Pricing includes workshop training and materials, leadership professional's attendance at graduation ceremony in May, a personality assessment with report, mileage, consultant fees and other expenses.

For additional information or clarification please contact Darcie Holscher at 307-234-5311 or via email dholscher@casperwyoming.org

Thank you for your interest in facilitating this year's Leadership Casper Program.