

learning & change

International Dialogue Education Institute 2013

OCTOBER 24 – 27 • MARRIOTT WATERFRONT • BALTIMORE, MD USA

2013 International Dialogue Education Institute Facilitation Proposal Handbook

Global Learning Partners, Inc. is pleased to solicit proposals for facilitating sessions at the Learning & Change International Dialogue Education Institute 2013. The proposal process is highly competitive and we encourage you to familiarize yourself with our proposal guidelines and facilitator expectations to ensure that your submission has the best possible chance for acceptance. We look forward to reading your submissions!

GLP welcomes your proposals starting on Monday, January 21 through midnight, EST, Friday, March 22, 2013. We will announce accepted proposals by Monday, April 15, 2013.

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GENERAL INFORMATION & TERMS

In order to create a challenging and stimulating program at the 2013 International Dialogue Education Institute, Global Learning Partners, Inc. (GLP) enthusiastically invites proposals to facilitate engaging sessions focused on Learning & Change. We seek proposals from skilled facilitators who will model the highest standards of the principles and practices of Dialogue Education in both the design and facilitation of their learning session, and who will relish the chance to explore the institute's focus on Learning & Change. The Proposal Task Force looks forward to reading your submissions!

There are 12, 90-minute sessions available that will be presented twice, and 5, 3-hour sessions that will be presented once. Each session may have up to 40 participants.

Submission Deadline & Method

Proposals need to be received by midnight, EST, March 22, 2013 in order to be considered. We welcome proposals in the following three formats: Word, Rich Text Format, or PDF document attached to an e-mail sent to info@globallearningpartners.com. Confirmation that your proposal has been received will be sent via e-mail within 48 hours of receipt. Please don't send your proposals via post; we'll only review those that arrive by e-mail.

The guidelines in this handbook are designed to ensure equity in the proposal review process, so please follow them carefully (we reserve the right to exclude from consideration any proposal that does not meet these guidelines).

For complete application information, please see "Application Guidelines" on page 5 & 6.

Facilitator Responsibilities

Each session will have one or two facilitators. We ask that all proposals identify one (1) facilitator who will serve as the *primary organizer* of the session and primary contact person for GLP. This session organizer is responsible for submitting the proposal, and will receive an acceptance notification if the proposed session is accepted for the 2013 institute. The organizer is responsible for confirming all session particulars, including contact information and bios for the facilitator(s), scheduling requests, materials logistics, and A/V needs.

The session facilitator(s) is responsible for managing the session at the institute, for seeing that the session stays within its allotted time, clearing out the space within 15 minutes after the on-time conclusion of the session, and ensuring that GLP facilitator guidelines are followed. Please note that the facilitator will have the opportunity to engage with potential participants in advance of the institute.

Facilitation Parameters

In order to create a diverse and well-balanced program, **facilitators may lead only one (1) accepted session**, either a 90-minute session that's presented twice, or a 3-hour session that's presented once. Each session may have a maximum of two facilitators. Please feel free, however, to submit more than one proposal, if you wish; we're excited to review your ideas!

Requests for Changes to Submissions

We welcome any changes or special requests to already submitted proposals. To ensure that your request has been accurately documented and understood, we ask that you please submit your request in writing to info@globallearningpartners.com. We're happy to consider your revisions, but please make sure you get them in *before* the submission deadline of **March 22, 2013**.

A Note About Language

The Institute will be conducted in English. GLP is unfortunately not currently able to pay for translation services but we do welcome proposals from non-English speaking facilitators who are able to make their own arrangements for translation.

SESSION INFORMATION

- There are 12, 90-minute sessions available that will be taught twice. Five different 90-minute sessions run concurrently for a total of 24 complete sessions (plus one Open Space session, facilitated by GLP). Available times include the following:
 - ✓ Friday, Oct 25, 11:00 am – 12:30 pm
 - ✓ Friday, Oct 25, 2:00 pm – 3:30 pm
 - ✓ Friday, Oct 25, 4:00 pm – 5:30 pm
 - ✓ Saturday, Oct 26, 2:00 pm – 3:30 pm
 - ✓ Saturday, Oct 26, 4:00 pm – 5:30 pm
- There are 5, 3-hour sessions available that will be taught once. These will be taught concurrently on Saturday, Oct 26 from 9:00 am – 12:30 pm (*includes a 30-minute break*)
- There will be no more than 40 participants in each session.
- GLP will pay for the printing of session handouts up to a maximum of 10 black & white pages.
- Flip charts, easels and markers are provided in each room, as well as lavalier or handheld microphones. *We encourage you to use non-PowerPoint visuals and ask that you request the use of an LCD projector only if a PowerPoint presentation will uniquely enhance the learning.* GLP will work with facilitators of accepted proposals to determine the optimum A/V solutions.

PROPOSAL CRITERIA

GLP is looking for proposals that model the highest standards of the principles and practices of Dialogue Education and reflect a

deep exploration of Learning & Change (see “A Note about Learning & Change” on page 4). Ideal proposals will also expand the thinking about, push the boundaries of, or complement the traditional Dialogue Education approach. We welcome your most rigorous thinking, inventive designs, and stimulating content – together we’ll put on an unforgettable institute!

Because this is the International *Dialogue Education* Institute, we require that each submission documents the 8 Steps of Design – we want to ensure that institute participants enjoy a terrific Dialogue Education learning experience! The 8 Steps of Design are:

- 1. Learners and Leaders (Who?)**
A deep understanding of who will participate in the learning session, and who will lead it. (Please see “A Note about Institute Participants” on page 4 of this handbook.) Please be aware that we might make session materials available to non-institute participants after the institute is over.
- 2. The Current Situation (Why?)**
An insightful look at the session topic and how it connects to Learning & Change. (See “Note About Learning & Change” on page 4.)
- 3. Changes We Hope to See (So That?)**
A realistic vision of what will be different for the participants as a result of this session.
- 4. Time and Timing (When?)**
A detailed description of the time available for the learning, noting how this influences the possible amount and depth of content.
- 5. Location and Space (Where?)**
While a room will be assigned for the session, please name here what set up and

materials, including A/V materials, would be most beneficial for your session.

6. **The Session Content (What?)**
A carefully-constructed set of skills, information, and perspectives to focus on in the learning. We'll be particularly looking here for evidence that you've chosen a reasonable amount of content given the time available.
7. **Achievement-Based Objectives (What For?)**
A specific description of what learners will have done with each piece of content named in Step 6.
8. **Structured, Sequenced Learning Tasks (How?)**
Written learning tasks that describe how the learner will accomplish the Achievement-Based Objectives named in Step 7. We will be looking especially for evidence that the learners will *do something* with the content during the session.

In your 8-Step Design, the task force is especially looking for evidence of the following:

1. **Relevance** – content of session is particularly relevant to the institute participants and to the focus on Learning & Change.
2. **Substantive Content** – content reflects depth and quality for the topic proposed.
3. **Productivity of Learners** – the learners will *do something* with the content during the session and will ideally also *do something* with the content after leaving the institute.
4. **Engagement** – session participants will be actively engaged with each other and with the content.

PROPOSAL REVIEW PROCESS

Task Force

The Proposal Review Task Force is comprised of four experienced GLP facilitators. At least two of them will review each proposal in depth, all four will review those proposals that are selected as finalists, and all four will come to consensus about which proposals will be accepted. No proposals will be chosen until all proposals have been reviewed. We are excited to read your proposals and will review each of them with great enthusiasm, respect and care.

Criteria & Evaluation

The task force will carefully evaluate each proposal based on the following criteria (and percentage weight):

1. **Dialogue Education Congruence (40%)** – Task force members will evaluate how fully the proposed topic and learning process as laid out in the 8 Steps of Design reflects a deep understanding of the principles & practices of Dialogue Education.
2. **Creativity (25%)** – The task force will look for evidence of creative approaches to learning that expand the thinking about, push the boundaries of, or complement the traditional Dialogue Education approach. Task force members will also evaluate how the proposed session creatively addresses or explores some aspect of Learning & Change. (See “A Note About Learning & Change” on page 4.)
3. **Facilitation Integrity (25%)** —The task force will carefully review the structured, sequenced learning tasks as laid out in the Eighth Step of Design (“How”) to gauge the facilitator’s commitment to dialogue-based facilitation. The task force will also look

for evidence that the facilitator(s) possess expertise in their content area.

4. **Diversity (10%)** – Task force members will evaluate whether the facilitator(s) will offer intellectual, geographical, topical, ethnic & cultural diversity to the institute.

Notification

GLP will contact the primary organizer named in the proposal by April 15, 2013 to notify you whether your proposal has been accepted or not. Facilitators of accepted sessions will be asked to return – within one week of being notified – a signed agreement confirming their commitment to facilitate the session.

REGISTRATION POLICIES

Accepted facilitators will need to register for the institute and can do so at the reduced facilitator rate of \$279. If accepted facilitators have already registered at a higher rate they will be reimbursed for the difference. GLP sincerely regrets that we are not currently able to waive registration fees entirely, nor are we in a position to pay for any travel expenses or lodging. Facilitator registration, however, *does* include admission to everything offered at the institute, including all meals (except dinners on Friday and Saturday evenings, which are on your own.) Lodging is available at the discounted institute rate at the institute hotel, the Marriott Waterfront in Baltimore, Maryland.

A NOTE ABOUT INSTITUTE PARTICIPANTS

The International Dialogue Education Institute attracts close to 200 educators, facilitators, coaches, consultants, trainers, and others from around the world who are typically leaders in their field and who are interested in or currently using Dialogue Education in their work. They come from

many countries around the world and a wide variety of organizations from the non-profit, academic, and corporate sectors. Many (although not all) of them typically work in the following fields: adult education, animal protection, civil society, faith-based, international development, human services and public health. Since many Global Learning Partners clients will attend the institute, we recommend that prospective facilitators review our partial client lists to see a sampling of where Institute attendees work: <http://globallearningpartners.com/about/our-clients/>.

A NOTE ABOUT LEARNING & CHANGE

The focus for the Institute – Learning & Change – is deliberately broad to encourage creativity in myriad content areas. Some topics within the theme of Learning & Change could include (but are certainly not limited to):

- transformative change that takes place when people learn;
- managing change within organizations;
- continual evolutions in what we know about learning and teaching;
- changing technology's impact on learning and teaching;
- advances in neuroscience;
- and more!

WE WELCOME YOUR QUESTIONS

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APPLICATION GUIDELINES

Preparing Your Proposal – What’s Included?

To be considered, a submission needs to include all of the following items:

1. Complete Contact Information

For *each facilitator*, please list the following information:

- First and Last Name(s)
- E-mail address
- Preferred telephone number
- Organizational affiliation and title, if any
- City, state/province, and country of residence

If there’s more than one proposed facilitator, please indicate which facilitator is the primary organizer (see “Facilitator Responsibilities,” page 1).

2. Biographical Statement(s)

For each facilitator, please include a biographical statement of no more than 150 words. This statement will help the task force understand a bit about the proposed facilitator(s), and if the proposal is accepted the statement will be used to promote the session in institute marketing materials and in the program. Please focus at least in part on the proposed facilitator’s experience with Dialogue Education.

3. Session Description

Please write a concise description of the proposed session in no more than 200 words. Give it a title (and subtitle if you wish). This gives you a chance to showcase the main idea behind your proposed session, an important complement to the 8 Steps of Design. If the proposal is accepted we’ll use this description to promote the session in institute materials and in the program. Please don’t include any e-mail addresses

but feel free to direct readers to relevant web addresses if you wish (these should be spelled out, not included as hyperlinks).

4. The 8 Steps of Design

We have provided you with an 8 Steps of Design Session Planning Tool on pages 7-9 to assist you as you prepare the 8 Steps of Design process enumerated in the “Proposal Criteria” section on pages 2-3. In your application, please limit your 8 Steps to no more than 4 pages.

How to Format & Submit

Please follow these guidelines for putting together your submission:

1. Word process your submission using a standard 11-12 point font such as Times New Roman or Arial.
2. Include all four of the items listed in the previous section (“Preparing Your Proposal – What’s Included?”) in *one continuous document*, rather than creating separate documents for each. Please number your pages.
3. Please name your document as follows: IDEI_Proposal_YourLastName.
4. We welcome the following three types of documents: Word, Rich Text Format, or PDF.
5. Send your proposal as an attachment to an e-mail. In the subject line please write “IDEI Proposal from [Your Name]”. Address your e-mail to:
info@globallearningpartners.com.
You do not need to include a cover letter.

Submission Deadline

Proposals need to be received by midnight, EST, March 22, 2013 in order to be considered.

APPLICATION CHECKLIST

What to include in your application:

- Complete contact information for each facilitator.
- Biographical statement of no more than 150 words for each facilitator.
- Session description of no more than 200 words, not including the title (and optional subtitle).
- Completed 8 Steps of Design.

How to format and send your application:

- Create *one continuous* document in Word, Rich Text Format, or PDF.
- Name your document as follows:
IDEI_Proposal_YourLastName
- Send it as an attachment to info@globallearningpartners.com with the subject line “IDEI Proposal from [Your Name]”.

WE WELCOME YOUR QUESTIONS

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joan@globallearningpartners.com

Karen Ridout | 919-210-6740
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8 STEPS OF DESIGN SESSION PLANNING TOOL

We welcome your proposal and have put together this planning tool for your convenience to assist you as you prepare the 8 Steps of Design for your proposed session.

1 | Learners and Leaders (Who?) - Institute Participants

Estimate up to 40 participants per session. They will come primarily from the U.S. and Canada but also from other regions of the world. Most will have used Dialogue Education in their work and are believers in the power of dialogue for learning. Some will have decades of experience as Dialogue Education practitioners, while others may be new. Please see “A Note about Institute Participants” on page 4 of this handbook for more information about possible participants.)

Describe any special notes about for whom your proposed session would be most relevant:

2 | The Current Situation That Calls for This Session (Why?)

The focus of the institute is “Learning & Change.” We are interested in sessions that speak to current realities – and anticipated trends – in the world of learning. (See “Note About Learning & Change” on page 4.)

Describe why the topic of your proposed session would be valuable to those interested in learning and change:

3 | Changes We Hope to See (So That?)

All sessions will offer participants (individually or collectively) a new perspective, new challenge, new set of tools, or new questions to ponder.

Describe what difference you hope your session will make for those who choose to participate:

4 | Time and Timing (When?)

All 90-minute sessions will be offered twice, at the following times, and your session will be put in the time slot that makes the most sense in the context of the full program:

- ✓ Friday, Oct 25, 11:00 am – 12:30 pm
- ✓ Friday, Oct 25, 2:00 pm – 3:30 pm
- ✓ Friday, Oct 25, 4:00 pm – 5:30 pm
- ✓ Saturday, Oct 26, 2:00 pm – 3:30 pm
- ✓ Saturday, Oct 26, 4:00 pm – 5:30 pm

All 3-hour sessions will be offered once, on Saturday, Oct 26 from 9:00 am – 12:30 pm (includes a 30-minute break).

Describe any special considerations about the time available for the learning, noting how this influences the possible amount and depth of content:

5 | Location and Space (Where?)

All sessions will be held in breakout rooms at the Baltimore Waterfront Marriott, and each have harbor views. All will have ample wall space, moveable chairs around either round or crescent-shaped tables, and flips charts and easels with markers.

Describe here any special considerations your session may have as regards the location and space, including any A/V needs you might have:

6 | The Session Content (What?)

The session content contains a carefully-constructed set of skills, information, and perspectives to focus on in the learning.

Name the key content elements you will use for this session:

7 | Achievement-Based Objectives (What For?)

A specific description of what learners will have done with each piece of content named in Step 6.

By the end of this session, participants will have

8 | Structured, Sequenced Learning Tasks (How?)

Written learning tasks that describe how the learner will accomplish the Achievement-Based Objectives named in Step 7.

Write out the learning tasks that describe how the participants will engage with the content in order to achieve the Achievement-Based Objectives: