

ACT Professional Development Committee Scope of Services: Leadership & Management Webinars

ACT's Professional Development Committee seeks one or more experienced facilitators to design and deliver a series of professional development webinars focused on Leadership & Management.

This initiative responds to member feedback requesting structured opportunities to develop leadership, supervision, and professional growth skills.

Objectives

The purpose of this engagement is to:

- Deliver accessible, high-quality leadership and management training through one-hour virtual webinars.
- Provide content that is practical, relevant, and applicable to professionals at various stages of their leadership journey.
- Equip participants with tools to strengthen their leadership, communication, and management effectiveness.

Scope of Work

The selected facilitator(s) will be responsible for:

1. Program Design & Coordination

- Collaborate with ACT's Professional Development Committee to finalize webinar topics from the following content areas:
 - Leadership Foundations: Leadership styles and emotional intelligence; leading vs. managing; building trust and credibility
 - Management Essentials: Effective team management; time and priority management; budgeting and resource management; and project management fundamentals
 - Communication & Influence: Strategic communication for leaders; conflict resolution and difficult conversations; persuasion and negotiation skills
 - People Development: Coaching and mentoring skills; building inclusive workplaces; performance management
 - Strategic & Adaptive Leadership: Vision setting and strategic thinking; change management; decision-making under uncertainty; innovation and creative problem-solving
 - Personal Leadership Growth: Resilience and stress management; authentic leadership and values-based decision-making; career pathing for leaders
 - Specialized Topics, including Board & Stakeholder Relations; Data-Informed Leadership; and Cross-Sector Leadership
- Develop a recommended sequence of topics (e.g., monthly, quarterly).
- Ensure content is designed for a one-hour virtual format, including Q&A

2. Content Development

- Prepare presentation materials (slides, handouts, resource guides).

- Align content with adult learning principles and best practices in professional development.
- Provide materials in advance for review and distribution.
- 3. **Facilitation & Delivery**
 - Facilitate one-hour live webinars using Zoom.
 - Engage participants through interactive methods.
 - Deliver sessions in a clear, inclusive, and accessible manner.
- 4. **Follow-Up & Evaluation**
 - Allow ACT to record webinars and retain ownership of presentation materials.
 - Participate in brief debriefs with the Professional Development Committee following sessions to capture lessons learned.
 - If facilitating multiple webinars, incorporate participant feedback into future sessions.

Deliverables

- Single webinar or a series of one-hour webinars (frequency and total number to be determined).
- Slide deck and supporting materials for each session.
- Optional resource guide or reference sheet for participants.

Qualifications

Facilitators should demonstrate:

- Expertise in leadership and management development.
- Proven experience in delivering engaging online training.
- Ability to apply adult learning techniques in a virtual setting.
- Strong communication and facilitation skills.

Budget & Compensation

ACT's Professional Development Committee anticipates having a budget of \$3,000 for 2026. A portion of this overall budget will be directed to this effort to compensate facilitator(s) on a per-session or series basis. Proposals should include a fee structure and any related expenses, taking into account the limited budget.

Selection Process

Interested facilitators should submit the following no later than 11:59 pm PST on Thursday, October 23,, 2025, to Elizabeth Denton at edenton@actweb.org:

- Cover letter expressing interest and specific topic(s) proposing to present.
- Resume highlighting relevant experience.
- Sample webinar topics they can deliver.
- Proposed fee structure.
- References from similar training engagements.

A non-mandatory pre-proposal conference will be held on Thursday, October 16 at 2pm EST. Please [register in advance to receive the Zoom meeting link here](#).