



## MAWD 2022 Conference

April 27-29

“**M**aking **A** **W**orld of **D**ifference”

Branson Hilton Convention Center | Branson, MO

Thank you for your interest in presenting at MAWD’s 2022 Conference! Please complete the Session Needs, Session Information, and Presenter Information forms below. **The submission deadline is Tuesday, February 15, 2022 at 5:00 pm CST.** Questions can be submitted via email to Donna Brake at [Donna.Brake@dhewd.mo.gov](mailto:Donna.Brake@dhewd.mo.gov).

### MAWD’S HISTORY

**Background:** The Missouri Association for Workforce Development is a statewide association that supports career and technical training and workforce development. We are made up of individuals within the training and employment community who seek to enhance partnerships focused towards developing a competitive workforce. [Membership](#) in MAWD affords an opportunity to interact with other professionals concerning relevant issues in the area of workforce development.

### MAWD’S GUIDING PRINCIPLES

Workforce Development Services should serve all job seekers and employers by:

- Ensuring a continued commitment to provide services to all youth, dislocated workers, former offenders, and all under- and unemployed individuals, regardless of race, disability, gender or economic barriers.
- Supporting mechanisms to increase job retention and enable families to earn a sustaining wage without government assistance.

Every worker should have access to high quality training that is necessary to improve their ability to obtain and maintain meaningful employment in the 21st Century by:

- Removing limitations to training options for individuals.
- Enhancing the collaboration between adult education and training and workforce development programs.

National and state funding for workforce development programs should be strengthened and stabilized to ensure all customers receive the optimal benefits by:

- Ensuring there is adequate federal support for workforce development that keeps pace with inflation, takes into account unemployment rates, and avoids duplication of services.
- Providing specific funding for professional development for those who are employed within the workforce development system.

Collaboration should be encouraged across all workforce development programs by:

- Streamlining eligibility requirements and performance measures across workforce development programs.
- Funding efforts to identify and disseminate best practices across the workforce development system.

Innovation should be encouraged within the workforce development system by:

- Appropriating funds to implement strategies that address the unique life circumstances of people experiencing multiple barriers to employment, such as, homelessness, low literacy, and disability.
- Supporting activities that provide the workforce development system greater flexibility in order to better serve job-seekers and business across the State of Missouri.

## **TERMS AND CONDITIONS**

**Cancellation:** The Missouri Association for Workforce Development reserves the right to amend the terms of this RFP or to withdraw the RFP at any time.

**Applicant's Acceptance of RFP Terms and Conditions:** By submitting a proposal, each applicant signifies that the applicant has read, completely understands, and accepts the terms and conditions of the RFP in full.

**Rejection of Proposal:** MAWD reserves the right in its sole direction to reject any or all proposals which do not adhere to the rules or any other part of this RFP. Proposals with incomplete information will not be considered.

**Freedom of Information:** Applicants are advised and acknowledge that all replies received in response to this request will be subject to the Freedom of Information and Protection of Privacy Act. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents.

**Confidentiality:** This RFP, or any portion thereof, is strictly confidential and is not to be copied or used for any purpose other than the submission for proposal to MAWD. Any information obtained by applicants as a result of this RFP is not to be disclosed without prior written authorization from MAWD.

**All Handouts Will Be Your Responsibility To Print.** If you would like to make handouts available on our website for participants to print **prior** to the conference all materials must be submitted to Donna Brake ([Donna.Brake@dhewd.mo.gov](mailto:Donna.Brake@dhewd.mo.gov)) in pdf form. Submission deadline is no later than **Tuesday, March 15, 2022**, to be uploaded to the MAWD website. Handouts and slideshows can be published on our website following the conference for attendees' use also.

## **SUBMISSION POLICIES**

- The primary presenters will be notified whether their workshops have been accepted as soon as possible, with our target being the end of February. MAWD's Professional Development Committee will evaluate Request for Presentations submitted by the deadline based solely on the information submitted.
- MAWD will only communicate with the primary presenter. It is that person's responsibility to keep any co-presenters informed about acceptance decisions, scheduling, registration deadlines, and presentation needs.
- The number of proposals submitted by any one individual or organization is limited to 4 and no more than 2 are accepted for each presenter.
- Once a proposal is accepted, no changes to speakers or workshop content will be allowed without prior approval. Workshop titles, descriptions, and speaker bios may be edited slightly at MAWD's discretion to prepare the conference program.
- MAWD will cover registration fees at the conference for ONE presenter but cannot subsidize hotel or other travel expenses.

## **PARAMETERS**

Submit a 60 minute professional presentation on a topic or successful outcome that has been achieved by your project or program. Express what new knowledge and ideas attendees will be able to apply in their workplace after viewing your presentation. Content must be informational and educational; sales pitches will be eliminated from consideration.

**Applicants should provide the following Session Information (p. 5-7):**

1. Session Needs
2. Session Information
  - Workshop Title
  - Topic(s) your workshop will address (see p. 4)
  - Background/biography information on the presenter or presenters as you would like it to appear in our programs. Photographs/head shots of the presenters are recommended and should be included with the proposal, but will not be grounds for rejection if not included.
  - A short (200 words or less), attention-grabbing abstract of the workshop as you would like it to appear in the programs.
  - A complete description of the workshop or presentation proposed, including:
    - Assistance/collaboration between other agencies or partners
    - Information and resources used
    - Important background information on the program or project
    - Learning objectives participants could expect from attending the workshop
    - Description of handouts or materials
    - Other relevant information about your topic or presentation
    - Relationship of your information to the conference theme
3. Optional: Sample or link of presenter's previous work or presentation (workshop handout, YouTube video, etc.) which would allow us to see their presentation content or style

**This 3-day conference consists of:**

**Day 1** – Opening midday session with Keynote speaker, then workshop style presentations in the afternoon.

**Day 2** – Workshop style presentations 75 minutes each (60 minute presentation with 15 minute Q & A) with an awards luncheon between morning and afternoon sessions.

**Day 3** – Morning general session followed by the annual membership meeting.

## TOPIC(S) THE WORKSHOP COULD ADDRESS:

- **Business Services:** Addresses the needs of individuals who work with employers across all partner organizations. *Examples:* Sales techniques, On the Job Training, Work based learning, Business services, Apprenticeships, Hiring practices.
- **Disabilities Services:** Addresses needs of individuals seeking employment with disabilities. *Examples:* Vocational Rehabilitation, Rehabilitation Services for the Blind
- **DHEWD:** Addresses the needs of individuals and partners who work with DHEWD. *Examples:* Communications, Veterans, EEO, Labor Market Information
- **Job Seeker Services:** Addresses the needs of individuals who work with citizens for the purpose of preparing them to find and keep employment. *Examples:* Soft Skills, Assessments, Career pathways, Resume preparation, Interviewing Techniques, Career portfolios.
- **Justice-Involved Individual Services:** Addresses the needs of individuals with barriers related to the Justice System. *Examples:* DOC, Federal Bonding
- **Management/Compliance Services:** Addresses the needs of individuals who provide management services such as fiscal, monitoring, regulatory compliance, supervision, and executive leadership. *Examples:* Technical Assistance needs for workforce development staff/boards, leadership development, fiscal management, DOL, One-Stop Operator responsibilities, Federal Monitoring.
- **Specialty Partners and/or Programs:** Addresses the needs of individuals working with partner programs in seeking services or highlights new workforce programs being implemented. *Examples:* AARP, Trade Act, AEL, DES, SkillUp, Registered Apprenticeships, NDWGs, Coursera, CompTIA.
- **System Related:** Addresses the needs of staff who use related systems. *Examples:* MoJobs, CyberCafe, MoJobs App, DocuSign
- **Theme Related:** Addresses the theme and ideas of this year's conference (MAWD: Making a World of Difference). *Examples:* Building Collaboration, Special Partnership programs, JCC, Making a difference through virtual services
- **Virtual Delivery of Services:** Addresses changes to programs, service delivery, and employee mindset in order to service participants more efficiently through the virtual world.
- **Work-Life Balance:** Topics to address work-life balance in the new virtual workforce world. *Examples:* Stress Management, Organizational Techniques
- **WIOA:** Addresses specific topics related to WIOA programs and guidance. *Examples:* WIOA legislative sessions, updates on policies and programs
- **Workforce Professional Services:** Addresses general skills and knowledge applicable to frontline workforce development staff and their partners. *Examples:* Customer flow, motivational seminars, partner relationships, grant writing, fundraising
- **Youth Services:** Addresses the needs of individuals working with youth for the purpose of assisting them with education and employment. *Examples:* Work experience, Eligibility, Individual Employment Plans, Assessment, Case Notes, Supportive services, Career pathways, Pre-Apprenticeships.
- **Other:** Addresses other training programs to assist or inform staff or customers. *Examples:* Working with Special Populations, Substance Abuse, Safety, Stress, Customer Service, Diversity, Equity, Inclusion, Success Stories

## SESSION NEEDS:

Complete pages 5-7 and submit to Donna Brake via email at [Donna.Brake@dhewd.mo.gov](mailto:Donna.Brake@dhewd.mo.gov) or by mail at:  
Donna Brake  
MAWD Professional Development Chair  
301 W. High St, Ste 870  
Jefferson City, MO 65102

Please indicate your availability for scheduling. Sessions are held beginning in the afternoon **Wednesday, April 27, 2022** and all day **Thursday, April 28, 2022**. You will be notified of your assigned date, time, and room as soon as it is available.

		Available	Not Available
Wednesday, April 27	PM	<input type="checkbox"/>	<input type="checkbox"/>
Thursday, April 28	AM	<input type="checkbox"/>	<input type="checkbox"/>
Thursday, April 28	PM	<input type="checkbox"/>	<input type="checkbox"/>

Wi-Fi, screen, and a cart are provided in each room. Please bring your own computer, projector, and any additional supplies (chart paper, markers, pens, etc.) needed for use during your presentation. If you cannot provide your own equipment, please indicate your needs below and we will try to accommodate your needs:

Laptop  LCD projector  Other (describe below)

**Details:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## SESSION INFORMATION PAGE

THE 2022 CONFERENCE THEME IS: “**MAKING A WORLD OF DIFFERENCE**”

**Topic of Workshop:**

*Explain which topic the presentation is meant to address (see p. 4)*

**Session Title:**

*Try to create a title that is relevant to the theme and will catch the participant's attention*

**Presentation Abstract**

*In 200 words or less, briefly describe your presentation as you would like it to appear in the program*

**Presentation Description:**

*Include a complete description of the workshop or presentation proposed (see parameter #2, p. 2-3)*

## PRESENTER INFORMATION PAGE

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<b>Primary Presenter Name:</b>	<b>Co-Presenter 1 Name:</b>
<b>Title:</b>	<b>Title:</b>
<b>Agency:</b>	<b>Agency:</b>
<b>Email address:</b>	<b>Email address:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Special Dietary Restrictions:</b>	<b>Special Dietary Restrictions:</b>
<b>Short biography:</b>	<b>Short biography:</b>
<b>Preferred method of contact:</b>	
<b>Best time to contact:</b>	
<b>Co-Presenter 2 Name:</b>	<b>Co-Presenter 3 Name:</b>
<b>Title:</b>	<b>Title:</b>
<b>Agency:</b>	<b>Agency:</b>
<b>Email address:</b>	<b>Email address:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Special Dietary Restrictions:</b>	<b>Special Dietary Restrictions:</b>
<b>Short biography:</b>	<b>Short biography:</b>