



Soft Skills Trainer for the 2023

Eastern Oregon WORKS Summer Internship Program

Background

The Eastern Oregon Workforce Board is seeking proposals from qualified trainers to provide an engaging and informative 4-hour soft skills training for our Eastern Oregon WORKS Summer Internship program, open to ages 16 and up, in rural eastern Oregon. The internship program is currently available in Union County and Umatilla County, and we are looking for a dynamic and experienced trainer who can deliver an engaging session that covers critical skills for the emerging workforce and provides guidance on what to know for one's first job.

1. **Scope of Work** The training trainer will be responsible for conducting a 4-hour long in-person soft skills training for the interns at either or both of the Union County and/or Umatilla County locations. The training can be conducted in-person only or as a hybrid model with a combination of in-person and digital aspects, such as training videos or other interactive presentation methods.

The training must cover the following topics:

- Critical skills for the emerging workforce, including communication, teamwork, problem-solving, adaptability, and time management.
- General professionalism and workplace etiquette, (ie., dress code, punctuality, workplace expectations)

The training should be engaging, interactive, and tailored to the needs of young adults entering the workforce for the first time. The trainer should use a variety of instructional methods to deliver the content effectively, such as presentations, discussions, exercises, and group activities.

3. **Proposal Submission** - Interested trainers are invited to submit their proposals to the Eastern Oregon Workforce Board by **May 26th at 5pm PT** Proposals should include the following information:

- Outline of the proposed training, including a detailed agenda and description of instructional methods.
- Proposed fee for the training, including any travel expenses if applicable.
- Trainer's resume, (ie., qualifications and experience, including relevant speaking engagements or workshops conducted in the past).

4. **Proposal Evaluation Criteria** - Proposals will be evaluated based on the following criteria:
 - Trainer qualifications and experience in delivering similar training or workshops.
 - Clarity and effectiveness of the proposed training outline, including coverage of the required topics and use of engaging instructional methods.
 - Proposed fee and cost-effectiveness of the proposal.
 - Ability to deliver the training in-person at either or both of the Union County and Umatilla County locations.
5. **Contract and Payment** - The selected trainer will be required to sign a contract with the Eastern Oregon Workforce Board outlining the terms and conditions of the training, including the agreed-upon fee, schedule, and deliverables. Payment will be made according to the terms and conditions of the contract.
6. **Timeline**
 - May 26th at 5pm Pacific - Deadline for submission of proposals
 - May 29 – June 1 - Evaluation of proposals by the Eastern Oregon Workforce Board
 - June 2 - Selection of the trainer and contract negotiation

Training Dates: Union County June 13, 2023; Umatilla County June 20, 2023 - In-person training conducted at the Union County and/or the Umatilla County locations, flexible to have the trainings be any day within the assigned week.

7. **Contact Information** - Please submit your proposal and any inquiries to:

Eastern Oregon Workforce Board

Erin Carpenter

collaborate@eowb.org

541-963-3693

We look forward to receiving your proposal and partnering with a qualified trainer to provide an engaging and informative training for our Eastern Oregon WORKS Summer Internship program in Union County and Umatilla County in Oregon.