

SeminarsWorld® 2021
Call for Proposals Worksheet
Deadline to submit: Wednesday, 29 July 2020, 5:00 p.m. ET*

Submitters are encouraged to use this worksheet to prepare their content prior to submitting their proposal.*

*All proposals must be submitted to the [Call for Proposals Platform](#).

[Helpful Hints for Creating a Proposal](#) are available. Submitters are encouraged to review this prior to submitting.

Please note that if you cannot complete your proposal submission in one sitting, you may click “[save and continue later](#)” at the bottom of the page and return at a later time to complete your submission prior to the deadline.

Questions regarding the process can be directed to PMI SeminarsWorld at professional.development@pmi.org

INSTRUCTOR ACKNOWLEDGEMENT

All submitters are required to agree to the SeminarsWorld® Instructor Agreement. Submitters will need to provide their virtual signature on the PMI Call for Proposals Platform when creating their profile, and act on the behalf of their alternate/co-instructor(s) (if applicable).

[Download the Agreement to review prior to beginning the submission process.](#)

INSTRUCTOR AND ALTERNATE/CO-INSTRUCTOR(S) INFORMATION

At the time of submission, submitters will be asked to provide the following information:

- First and Last Name
- PMI Credential(s)
- Job Title
- Company Name
- Mailing Address, Phone and Email Address
- Biography for website (300-word limit)
- PMI ID Number
- Twitter handle
- High-Resolution Photo Headshot (.jpg, .png, .gif, .jpeg, .bmp are acceptable)

A **maximum of two (2)** alternate/co-instructor(s) are allowed to teach with you and should be included at this stage. Please note: if this proposal is accepted, changing or adding instructors will not be approved. Information received here will be used for event registration and promotional materials exactly as it is provided with the submission.

PMI may approve or deny alternate/co-instructors if the seminar is selected for further consideration.

PRESENTATION HISTORY

Have you presented this proposal as a seminar before? If so, when and at what event?

No, I have not presented this proposal before.

Yes, I have presented this proposal before.

Have you delivered this course in a virtual or hybrid environment?

No, I have not.

Yes, I have.

If you answered yes to either question, please list up to the last three times this seminar has been presented and indicate: audience demographic, number of attendees, organization presented to, duration and location.

COPYRIGHT | Who owns the copyright to the materials you plan to present? If it is not yourself, do you have written permission from a 3rd party to present it? Please upload documentation of your copyright or written permission.

I own the copyright.

A 3rd party owns the copyright, but I have written permission to present it.

A 3rd party owns the copyright, and I am working on getting their written permission to present it.

Please **upload** documentation of your copyright or written permission.

AUDIENCE LEVEL | Choose one that best fits the expectation of the audience applicable to your seminar.

- Core –** Focus on awareness and factual recall; appropriate for those interested in furthering development in core skills.
- Applied –** Focus on understanding existing knowledge; appropriate for those interested in using content in practical applications to master concepts.
- Progressive –** Focus on project implementation of highly technical or detailed deliverables to support organizational strategy.

PRIMARY TOPIC | Select one topic that best fits your proposal.

Business Skills Enhancement

Deepen your understanding of the techniques and skills needed to effectively manage in-person or virtual teams, drive sound decisions, leverage problem-solving skills and influencing for success. Strong negotiation and conflict management can shift a team from good to great. These hands-on workshops will provide insights to help you approach your work in a meaningful way for both project teams and project management teams.

Communication and Presentation Skills

Position yourself as a bridge builder by effectively communicating across business lines and cultural differences to a global workforce ensuring clarity and alignment of messages. Effective leaders know how to effectively communicate with and adapt to their audience. Enhance your image and learn to deliver impressive presentations in these seminars

Leadership Development

From science to practice, leadership styles are individual and must be tailored to your style and based on the needs of your team. Select the leadership course to most effectively build your inherent qualities and strengths

Project Management/Business Analysis

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) along with practice guides, including *Requirements Management: A Practice Guide*, provides practitioners with clear guidance on the tasks and techniques around specific types of projects. These seminars are designed to build knowledge across the fundamental practices needed to achieve organizational results and excellence in the practice of project management and business analysis. Note: Instructor is required to ensure that content aligns with current edition of PMI standard at time of the class.

Strategic Application and Governance

In today's ever-changing and complex world, understanding how, why and when to apply a variety of approaches will be the roadmap to success. Solid understanding of methodologies along with creativity will be the roadmap for tomorrow's leaders.

Strategic Planning and Implementation

Set yourself apart from your peers by demonstrating your ability to implement strategy and ensuring organizational alignment. These courses will introduce concepts for you to customize to meet organizational needs.

SUBTOPICS | Select three (3) subtopics that best fit your proposal.

PROFESSIONAL DEVELOPMENT UNIT (PDU) ALLOCATIONS | If your proposal is selected, this information will be used to allocate professional development units (PDUs) for your session. Check all that apply.

Which part(s) of the [PMI Talent Triangle](#) are most relevant to your presentation?

Leadership Skills: Knowledge, skills and behaviors specific to leadership. Skills that help an organization achieve its business goals (ex. negotiation, communication, motivation, problem solving and related competencies).

Strategic Business Management Skills: Knowledge of and expertise in the industry/organization that enhances performance and better delivers business outcomes (ex. strategic alignment, innovation, finance, transformation, marketing, operational functions, etc.).

Technical Skills: Knowledge, skills and behaviors related to specific domains of project, program and portfolio management. The technical aspects of performing one's job/role (ex. project management, product knowledge, industry knowledge).

If Technical Skills was selected, please identify which **specialty knowledge area(s)** best fit your proposal. Select all that apply.

- General project management skills and best practices
- General program management skills and best practices
- General portfolio management skills and best practices
- Project Risk Management
- Project Scheduling and/or Resource Management
- Agile Tools and Techniques
- Business Analysis and/or Requirements Management

SEMINAR TITLE (maximum 15 words) | A good title is important and the first opportunity to attract attendees to your seminar.

SEMINAR DESCRIPTION (maximum 400 words) | If selected, this description will be used in event marketing materials, such as the website and the on-site guide. Similar to the title, a good description is very important. Please be as precise as possible.

LEARNING OBJECTIVES (maximum 20 words) | Used in event marketing materials, such as the website and the on-site guide, a learning objective explains what the participants will learn after attending your seminar.

Please provide up to five (5) SMART learning objectives for your course. SMART = Specific, Measurable, Attainable, Relevant, and Timely. We recommend referencing Bloom's Taxonomy or a similar verb list when writing effective objectives. See [Helpful Hints](#) for more information and suggested verbs.

At the conclusion of this seminar, attendees will be able to:

Learning Objective 1:

Learning Objective 2:

Learning Objective 3:

Learning Objective 4:

Learning Objective 5:

SEMINAR INSTRUCTIONAL METHODS | Please choose all that apply. What instructional methods will be used in this seminar?

Case Studies

Simulations

Individual Exercises

Role Playing

Group Exercises

Other

OTHER: Describe your methods here if nothing from the above list applies.

SEMINAR LENGTH | Please indicate how many days the seminar will require. If your proposal is selected, the confirmed length of time will be provided in your acceptance notification.

1 Day – 7 hours of instruction

4 Days - 28 hours of instruction

2 Days – 14 hours of instruction

Other

3 Days – 21 hours of instruction

PRELIMINARY COURSE OUTLINE | Please provide a breakdown of the key topics to be covered each day. If your proposal is selected, you will be asked to provide a more detailed outline. This initial brief outline may be used for marketing purposes.
[View an example of a brief day-by-day agenda here \(p. 3\).](#)

ADDITIONAL INFORMATION | Is there anything you want PMI to know about your proposed seminar?

The information here will provide Subject Matter Expert Reviewers an additional opportunity to learn more about your proposal. Consider including details such as process improvements, designs/methods, results/outcomes, statistics, key findings, how the information will help the learner do their job better or any additional detail to support your proposal.

ADDITIONAL MATERIALS | Are there any additional materials (assessments, tests, etc.) required for this seminar?

No, there are no additional materials required for this course.

Yes, there are additional materials required for this course and they are described below.

If yes, list the materials below and describe how you envision this information being distributed to the attendee.

**Once the required fields have been completed, “[Save and submit](#)” your submission.
If you need to return to complete your submission, you may choose to “[Save and continue later](#)”.**

The following additional information will be required if proposal is selected for further consideration (Phase II):

- Full Course Outline, outline by day and estimated amount of time spent on a particular activity/section
- Course Slides (PowerPoint presentation)
- Course Handouts
- Supporting materials

Late or incomplete Phase II submissions will not be considered.

New content will be added to the 2021 schedule late Q2 2021.

Contact Professional.Development@pmi.org with any questions.