



June 2026

Scope of Work Outline for Facilitators

CQCC August 2026 Workshop Series

Project overview & goal:

The CQCC is seeking an experienced facilitator to design and deliver a two-part learning series in August 2026 with a focus on effective outreach and business positioning. The two-part series is open to our members of the Supplier Diversity and FAM programs, representing businesses at various stages of growth, from solopreneurs and micro-businesses to medium-sized enterprises.

We aim to strengthen transparency in our hiring practices while creating more equitable opportunities for individuals to submit proposals to CQCC.

1. General information:

Proposed dates for workshops:

- Workshop 1: Webinar Wednesday – Wed, August 12th, 2026 at 2pm EST
- Workshop 2: FAM Workshop – Thurs, August 20th, 2026 at 2pm EST

Delivery:

- On Microsoft Teams hosted by the CQCC

Please note: Sessions delivered as part of this workshop series will be recorded and made available on the CQCC Community Hub.

Project Timeline

- Submission deadline: July 15th, 2026
- Confirmation with selected facilitator: July 20, 2026
- Workshop series development phase: July 21 to August 5th, 2026
- Submission of final workshop materials: August 6th, 2026

Evaluation & Selection Criteria

Proposals will be reviewed by the CQCC programming team based on the following factors:



- **Subject Matter Expertise (60%):** Demonstrated work experience that will support the delivery of the workshops and their content as outlined herein the Scope of Work outline, such effective outreach and business positioning.
- **Inclusive Instructional Design (20%):** Ability to clearly differentiate content delivery between an intermediate lecture (Webinar Wednesday) and an accessible, highly interactive peer-review session for diverse business models (FAM Workshop).
- **Actionable Takeaways (20%):** Quality and readiness of practical tools, fillable worksheets, or post-session resources designed to help participants immediately refine and enhance their pitches.

Project Honorarium

- Webinar Wednesday workshop development and delivery: \$500 + tax
- FAM Workshop development and delivery: \$500 + tax

2. Scope of work & deliverables

Session 1: Webinar Wednesday

Topic: The art of a cold call and being proactive about business outreach!

This session aims to deliver an introduction to strategic outreach approaches designed for intermediate business growth. The aim is to break down the mechanics of business development, providing participants with concrete outreach frameworks, practical tools, and real-life examples of how to effectively position themselves as entrepreneurs and enhance enterprise visibility.

Format: This is a 1-hour educational session that provides foundational knowledge around a certain theme. The session is led by the Facilitator with minimal attendee engagement, beyond occasional questions in the chat. This session provides an educational foundation upon which the FAM workshop can expand on.

Session 2: FAM Workshop

Topic: Having an intentional digital footprint.



This is an interactive session focused on optimizing an entrepreneur's online presence; including LinkedIn, websites, and online portfolios to ensure their digital footprint successfully complements their outreach efforts. The ideal facilitator will bridge the gap between high-level digital strategy and hands-on execution, offering practical feedback to avoid common digital branding mistakes and help participants walk away with an understanding of potential gaps and opportunities for improvement within their online presence.

Format: This session is a 1-hour interactive workshop where participants can interact both with each other and the learnings from the Webinar Wednesday. This session incorporates opportunities for idea exchange and collaboration, helping attendees to build their skills and their connections with other members of the CQCC.

Content Requirements

- The Webinar Wednesdays and FAM Workshops will be planned together, with one facilitator delivering both sessions with a focus on networking and outreach. This aims to increase the continuity and incentivize the development of the post-session takeaways for both FAM and the Supplier Diversity programs.
- Overview of general networking and outreach practices/strategies, including a focus on applications within the creative industry.
- Content should consider issues present within the 2SLGBTQI+ communities, with attention to intersectional experiences (2SLGBTQ+, BIPOC, disabled, newcomer artists).
- The sessions should integrate accessible and inclusive facilitation practices

Deliverables

- The facilitator will develop **two** 60-minute sessions – one for Webinar Wednesday and one for the FAM workshop.
- Sessions will be delivered virtually on Teams, hosted by the CQCC, and recorded.
- A digital presentation is required as visual support.
- Encourage engagement and discussions, especially in the FAM workshop.

Post-Session Deliverables

- Provide a digital copy of slides to be shared with the CQCC membership
- Optional: When possible, the facilitator will share any agreed-upon templates, resources, reference guides, etc. That can support continued learning after the session

**** Please note:** the topics outlined above serve as a preliminary framework. The final topics will be agreed upon in collaboration between the CQCC and the selected facilitator. The series must



remain focused on networking and outreach, with attention to supporting queer professionals, particularly within underrepresented sectors and industries.

If you are interested in submitting a proposal, please provide a brief outline describing how you would implement these preliminary ideas (*one or two pages maximum for both your experience and workshop series proposal*). Proposals should also highlight relevant experience and demonstrated expertise in networking and outreach.

Please submit your proposal and all supporting materials to vanessa.ntinu@queerchamber.ca.