

REQUEST FOR PROPOSAL (RFP)

1) COMPANY INFORMATION

Company Name & Registration Number	:	
Contact Person (Name & Designation)	:	
Email Address	:	
Phone No.	:	

2) PROJECT OVERVIEW

Project Title	:	LEADING MORE EFFECTIVE TEAMS
Project Description	:	This is a two-day programme for leaders and aspiring leaders who seek to enhance their skills in managing and leading teams for optimal performance.
Target Audience	:	Leaders & Aspiring Leaders, Middle & Senior Level Executives
Desired Training Dates	:	TBA
Number of Participants	:	25 – 30 pax
Location	:	SCOPE

3) TRAINING REQUIREMENTS

Specific Skills / Knowledge	:	
Desired Training Format	:	In-person
Assessment Method	:	Pre & Post Assessment
Expected Outcomes & Deliverables	:	<p>Key takeaways:</p> <ul style="list-style-type: none"> • key components of effective leadership: develop a deeper understanding of effective team leadership principles and practices, • enhanced leadership skills: identify strengths and weaknesses, and explore strategies to adapt approaches for optimal team engagement, • culture of collaboration and trust: learn how to create a supportive environment where team members feel valued, empowered, and motivated to contribute, • spark creativity and innovation: encourage brainstorming, embrace experimentation, and celebrate new ideas, • conflict resolution skills: develop skills in identifying, managing, and resolving conflicts within the team, and • measure and track team performance: set clear goals, monitor progress, and adjust strategies for continuous improvement.

4) TRAINER QUALIFICATIONS

a) Personal Details

Name	:	
Nationality	:	

IC / Passport No	:	
Race	:	
Mobile no.	:	
Email	:	
TTT Certification No.	:	

b) Academic Qualifications

Qualification	:	
Name of Academic Institute	:	
Year Awarded	:	

c) Professional Qualifications

Professional Qualification	:	
Certificate Body	:	
Year Awarded	:	

d) Years of Career Experience

Previous Company	:	
Position	:	
Year (From & To)	:	

e) Training Experience

No. of training Conducted (Attach list of trainings conducted)	:	
Year (From & To)	:	

5) PROPOSAL SUBMISSION

Deadline for Submitting Proposals	:	8 th March 2024
Submission Format	:	E-mail

6) ADDITIONAL INFORMATION

- Include any additional information that may be relevant to the project

Thank you for your interest in our project. We look forward to receiving your proposal and quotation.

Contact Information:

Please direct all questions and inquiries to:

- 1) Mr. Claudius Mitchell Hamarah (claudius@scope.net.my)
- 2) Ms. Husna Nadia Binti Abg Sapri (husna@scope.net.my)