

Call for tenders:

Conception and facilitation of a webinar series (3x2h) on the topic of “LinkedIn Unlocked: Your Roadmap to Networking Success” (Tender_WEB_08_2024)

Principal:

The Arbeitsgemeinschaft der Entwicklungsdienste e.V. (AGdD) was founded in 1993 as an umbrella organization of the 7 development service providers officially recognized under the Development Workers Act (EhFG). It is the point of contact for political institutions, in particular for the Federal Ministry for Economic Cooperation and Development (BMZ), for all matters relevant to the EhFG. AGdD promotes the development service and is responsible for promoting the professional reintegration of former professional development workers (program 'Förderungswerk'). The work of AGdD is funded by the BMZ.

The advisory services offered by the AGdD cover several aspects (see flyer). An important part of AGdD's work is the facilitation of webinars and seminars on professional orientation. Our offers are exclusively for (returning) professional development professionals, peace experts and their partners. The overall aim of the webinars and seminars is to support them in their professional reorientation after their development service.

Tender: Conception and facilitation of a webinar series (3x2h) on the topic of “LinkedIn Unlocked: Your Roadmap to Networking Success”.

The webinar series should (further) introduce the participants to LinkedIn. Whether completely new or already with some experience on the platform, the webinar series should support the participants in creating an authentic profile on LinkedIn. Further, the participants should learn successful techniques to build meaningful connections and maintain lasting relationships virtually.

Webinar objectives:

- The participants know success factors for an authentic profile and analyse and optimize their own.
- The participants learn about options to interact with their online network and how to actively expand it.
- The participants are confident in using LinkedIn for professional networking, job searching, and career development.
- The participants know how to include their experiences and networks from their development services.
- The participants are aware of the education and training offers of LinkedIn and know how to find suitable ones.

For the conception and moderation of the webinar series we are looking for a skilled facilitator with profound expertise with LinkedIn, digital networking and with experience in digital adult education.

Accordingly, the tender includes:

- Conceptual preparation of the webinar series
- Facilitation of the webinar series
- Follow-up and documentation

The AGdD provides the logistics (Zoom) and covers the participant management.

Date: The webinar will take place in three consecutive weeks in June. The exact dates will be set with the facilitator.

Requirements for the facilitator:

- Comprehensive expertise with LinkedIn and digital networking
- Creative methods in group moderation and the design of webinars
- A good understanding of the needs and concerns of development cooperation professionals is an advantage

Offer submission:

Please submit an offer by email. This should include:

- Rough outline of the webinar series (max. 2 pages)
- Financial offer (incl. taxes / all costs)
- Details of the facilitator (short profile, references)

- Offer deadline: 14.04.2024 • Please send your offer to: seminare@agdd.de

Contact person at AGdD:

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