



OUTWARD BOUND CANADA  
TRAINING ACADEMY



OUTWARD BOUND  
CANADA

# THE OUTWARD BOUND TRAINING ACADEMY REQUEST FOR PROPOSAL

Submit proposals by March 6, 2023 to:

Outward Bound Canada

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The Outward Bound Canada Training Academy for Outdoor Professionals is an initiative of Outward Bound Canada.



The Training Academy is funded by the Government of Canada's Sectoral Initiatives Program, as an investment into this sector's economic recovery.

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## THE OUTWARD BOUND TRAINING ACADEMY

Outward Bound's Training Academy for Outdoor Professionals will recruit and train a new generation of outdoor leaders in Canada. This program is funded by the Government of Canada's Sectoral Initiatives Program, and is intended to increase employment in the outdoor leadership sector and encourage an inclusive candidate pool to ensure Canada's outdoor sector employees better represent Canada's diversity.

## PURPOSE OF THE REQUEST FOR PROPOSAL

*Outward Bound Canada* is looking for a high-quality Coaching professional to join us in training outdoor leaders through the Outward Bound Training Academy Program in 2023. As a mission driven organization, *Outward Bound Canada* values connection to community, an education first philosophy and diverse perspectives. We are looking for individuals or organizations to join us in providing professional training to the next generation of outdoor leaders.

## TRAINING ACADEMY OVERVIEW

The Outward Bound Training Academy Program provides participants with a well-rounded and desirable set of skills and experiences that will set them up for success, and long-term, serve them well in the broader Canadian job market.

### Desired Training Outcomes:

We aim to provide sufficient training so that new graduates can:

- Support individuals in critical situations outdoors.
- Respond to the diverse needs of an evolving population within the outdoor sector.
- Help youth build tools and strategies to address their own needs and overall growth.
- Have the necessary skill set to successfully enter the outdoor sector.

### Curriculum Focus:

We aim to cover four broad areas, which will intersect one another, which include:

- Technical expertise and relevant certifications/credentials that prepare participants for work within the outdoor sector.
- Cross-cultural understanding to create inclusive and accessible spaces within the outdoor world.
- Social and Emotional Intelligence skills that are broadly in demand across many employers and related sectors.
- Environmental leadership and land-based learning to inspire continued commitment to sustainability and stewardship for both participants and the broader population.

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### Program Design:

All workshops, outdoor journeys and certifications/credentials are provided at no cost to our participants as this is a fully funded program. There are two levels of programming - Foundations and Essentials.

- Foundations is designed to be inclusive for BIPOC & 2SLGBTQ+ communities and includes 6 days of workshops with a 5 day outdoor journey. This level is designed to create access among populations that are traditionally under-represented within the outdoor world and offer fundamental training so that they may start their outdoor journey. We anticipate 120 participants at this level in 2023
- Essentials is designed to upskill and create employment readiness opportunities for participants that are interested in a career within the outdoor sector. It includes 10 days of workshop training, 4 days of technical and outdoor leadership training and a 10 day outdoor journey to practice skills such as terrain-based risk management, weather forecasting, and group facilitation. We anticipate 80 participants at this level in 2023.

### Location and Dates:

- Alberta:
  - Canmore Jun 5, 2023 or Jun 10, 2023
  - Canmore Oct 20, 2023 or Nov 16, 2023
- Ontario:
  - Kinark Outdoor Centre, Minden Apr 28, 2023
  - Kinark Outdoor Centre, Minden Nov 7, 2023

### SCOPE OF THIS REQUEST FOR PROPOSAL

This Request for Proposal is for a one day coaching workshop within the Essentials Level centre-based program. The workshop should include both presentation-style teaching and interactive/experiential opportunities for participants. This is a foundational workshop which will help prepare participants for one on one interactions within their professional practice. This can support youth and individuals through challenges within an outdoor context. Please note that preparing trainees to provide clinical support to individuals with high needs in a remote setting is outside of the training objectives.

### Learning Objectives:

- Explain what coaching is and isn't
- Explore a range of well known coaching models
- Explore other models of facilitating personal growth and change such as mentoring and training and therapy.
- Address the communication skills which effective coaches utilize
- Identify your own coaching strengths, learning areas
- Become more skilled at using coaching techniques (powerful questioning, active listening and goal-setting) to help others take concrete action steps.
- Provide ample opportunity for participants to practice coaching skills

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This training should be targeted towards those working in the outdoor sector who may not have any prior training, and equip them for being field-ready to work with individuals who have diverse needs and experiences.

### Projected Milestone Targets:

- Ongoing: Bi-weekly check-in on progress and room for input and updates.
- 16 March:
  - 30% lesson content complete
  - Collaborative meeting with curriculum team & director
- 29 March
  - 65% lesson content complete
  - Detail the interactive and experiential components of the workshop
- 10 April
  - Full lesson plan presented to curriculum team & director
  - Evaluation criteria to assess sufficient level of student understanding
  - Student handouts and resources ready for printers
- 15 April
  - Relevant presentation and Powerpoint materials ready

### Deliverables:

You will be responsible for developing and delivering the full curriculum and creating and providing all of the materials required for the lessons.

Materials to deliver the workshop (including, but not limited to Lesson Plans and Activity Descriptions, Audio-visual material such as supporting videos, presentation slides, etc.) should be self-contained, ready-to-go.

*Outward Bound Canada* is hereby soliciting proposals for services in accordance with the applicable specifications. Proposals should include the following:

- 1) A cover letter on company letterhead signed by the authorized representative, describing how the proposer satisfies the minimum qualifications along with contact details
- 2) Organization/Facilitator background and experience including brief history, year established, and number of years they have been providing training services.
- 3) Outline of costing and budget as pertains to preparation and delivery
- 4) Curriculum plan: Describe the overall plan that you/your company proposes to implement for The Outward Bound Training Academy Program, as it relates to the academy's objectives in the area of Coaching.

**Proposals will be reviewed on or after March 6, 2023.**

*Outward Bound Canada* reserves the right to accept or reject any or all proposals.

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