



**League of United Latin American Citizens  
2021 Virtual Federal Training Institute  
Senior Executive Service & Leadership Development Training**

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**Request for Workshop Proposal: Application Package**

LULAC is pleased to announce the Request for Proposals for the 2021 Virtual Federal Training Institute Senior Executive and Leadership Development Training Workshops. The Virtual FTI will be a series of leadership workshops that will take place from **July 27, 2021 through September 16, 2021**. We invite you to submit a proposal to present at the aforementioned event.

We request that presenters agree to contribute their time and expertise pro-bono. Your collaboration, expertise, and knowledge will help nurture the development, growth, and motivation of government employees and those pursuing a career in the government. It will also encourage them to maximize their talents and pursue leadership positions within the federal government.

**The deadline to submit proposals is Friday, February 26, 2021. All PowerPoint presentations must be submitted to [fticollegiate@gmail.com](mailto:fticollegiate@gmail.com) at least two weeks before the day of presentation.**

*Sara E. Clemente*

Sara E. Clemente Sosa  
Director of Federal Affairs  
The League of United Latin American Citizens (LULAC)

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We invite you to join the LULAC FTI Committee as a workshop presenter. Please fill out the following pages and be sure to submit your proposal by Friday, February 26, 2021.

**(All information is required)**

**A. Contact Information:**

- a. Name:
  
- b. Title:
  
- c. Grade (if applicable):
  
- d. Agency/Company/Organization
  
- e. Address:
  
- f. City, State, Zip Code
  
- g. Email:
  
- h. Telephone number where you can be reached:
  - i. Office Phone:
  - ii. Cell:

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Do you want to share your contact information with attendees via the LULAC FTI website? If so, please submit the information you would like to share below (email, phone number, etc.). If not, please indicate this by checking off "I would not like to share my contact information".

1. Name:
  
2. Organization:
  
3. Title:
  
4. Email:
  
5. Phone Number

I would not like to share my contact information

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**A. Biography (2,000 characters or less):**

**B. Photograph**

All selected workshop presenters are asked to submit a photo ("PNG"/"JPG" files with 300 DPI resolution) when submitting proposal. The same may be placed on the FTI website. Please attach picture as separate file when submitting application package to [fticollegiate@gmail.com](mailto:fticollegiate@gmail.com).

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**C. Workshop Information** – We ask that all workshop PowerPoint presentations be submitted to [fticollegiate@gmail.com](mailto:fticollegiate@gmail.com) at least two weeks before presentation date.

a) Workshop Title:

b) Workshop Objective:

c) Workshop Description: (2,000 characters or less)

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**D. Presentation Track (Required)**

Your presentation may cover multiple ECQ's and/or competencies. Select at least one of each from the tables provided below: ECQ, Competency it addresses, and one of the Fundamental Competencies (*if applicable*). Also, see the attached SES Executive Core Qualifications information sheet for assistance in defining/identifying ECQ's and the attributes/competencies that serve as foundations for each ECQ. We request that you do a presentation track for each of your workshops if you are presenting different topics.

1. Workshop Title:
2. Presenter Name and Title (as it should appear in program):

<b>SENIOR EXECUTIVE SERVICE EXECUTIVE CORE QUALIFICATIONS (ECQ)</b>				
<i>Please select the ECQ and competency/s that best describe the content of your workshop</i>				
Leading Change	Leading People	Results Driven	Business Acumen	Building Coalitions
<p style="text-align: center;"><b>Competencies</b></p> <input type="checkbox"/> Creativity and Innovation <input type="checkbox"/> External Awareness <input type="checkbox"/> Flexibility <input type="checkbox"/> Resilience <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Vision	<p style="text-align: center;"><b>Competencies</b></p> <input type="checkbox"/> Conflict Management <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Developing Others <input type="checkbox"/> Team Building	<p style="text-align: center;"><b>Competencies</b></p> <input type="checkbox"/> Accountability <input type="checkbox"/> Customer Service <input type="checkbox"/> Decisiveness <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Problem Solving <input type="checkbox"/> Technical Credibility	<p style="text-align: center;"><b>Competencies</b></p> <input type="checkbox"/> Financial Management <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Technology Management	<p style="text-align: center;"><b>Competencies</b></p> <input type="checkbox"/> Partnering <input type="checkbox"/> Political Savvy <input type="checkbox"/> Influencing Negotiating
<b>FUNDAMENTAL COMPETENCIES</b>				
<i>We ask that you also select the Fundamental Competency that best describes the content of your workshop (if applicable)</i>				
<input type="checkbox"/> Interpersonal Skills	<input type="checkbox"/> Oral Communication	<input type="checkbox"/> Integrity/ Honesty	<input type="checkbox"/> Written Communication	<input type="checkbox"/> Public Service Motivation

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d) Is your presentation copyrighted?

**Yes      No**

e) Do you allow LULAC to share/post your PowerPoint presentation on the FTI website?

**Yes      No**

f) Do you allow LULAC to record the workshop session?

**Yes      No**

g) If yes, do you allow LULAC to share the recording of your workshop presentation with attendees?

**Yes      No**

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The workshops will take place from **July 27, 2021 to September 16, 2021**.

NOTE: All presentation dates have a morning session and an afternoon session. Each session will last approximately an hour and an a half (including 15 minutes for Q&A's). Sessions will take place at the following times.

- Morning Sessions 11:30 am – 1:00 pm EST
- Afternoon Sessions 1:30 pm – 3:00 pm EST

**Please use the chart below to check all dates you are available to present. Make sure to specify which session — morning or afternoon — you would like to present in.**

- o Are you willing to present multiple times /dates?  
Yes      No

DATES	WORKSHOP TITLE	AM TIME SLOT	PM TIME SLOT
		11:30 am to 1:00 pm	1:30 pm to 3:00 pm
Tuesday, July 27, 2021	Plenary Session		
Thursday, July 29, 2021			
Tuesday, August 3, 2021			
Thursday, August 5, 2021			
Tuesday, August 10, 2021			
Thursday, August 12, 2021			
Tuesday, August 17, 2021			
Thursday, August 19, 2021			
Tuesday, August 24, 2021			
Thursday, August 26, 2021			
Tuesday, August 31, 2021			
Thursday, September 2, 2021			
Tuesday, September 7, 2021			
Thursday September 9, 2021			
Tuesday, September 14, 2021			
Thursday, September 16, 2021	Closing Session		



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**E.** Have you ever presented on a virtual platform?

**Yes      No**

**F.** Are you familiar with the virtual software WebEx or Zoom Webinars?

**Yes      No**

**G.** Would you be interested in participating in a WebEx or Zoom Webinars tutorial ?

**Yes      No**

Please note that all presenters will be required to participate in a presentation rehearsal a week before their presentation. Additionally, presenters must be available an hour before the actual presentation to ensure the system is running properly.

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H. If selected, how would you like to be notified? Please respond by checking one of the two options listed below and provide the information requested.

- 1) Formal letter/invitation addressed to you and/or your supervisor.

If you checked option #1, please provide the following information:

- o Addressed to me
- o Addressed to my supervisor
  - Supervisor Name:
  - Title:
  - Street Address:
  - City, State, Zip Code
  - E-Mail Address:

- 2) I wish to be notified via E-Mail or via telephone call.

If you checked option #2, please provide an email or telephone number you can be reached at.

**Comments/Suggestions:**