

# **STATEMENT OF WORK**

## **Briefing Notes Training**

### **1. Scope**

#### **1.1 Title**

Group Training for 'Briefing Notes that Work'

#### **1.2 Introduction**

The Transportation of Dangerous Goods (TDG) Directorate is responsible for writing different briefing products intended to senior management, including the Deputy Minister and Minister. Therefore, the TDG Directorate is looking at training employees responsible for writing, editing and/or reviewing these documents. TDG Directorate is exploring at having a group training on how to write Briefing Notes effectively.

#### **1.3 Objectives of the Requirement**

The primary objective of this project is twofold:

- Streamline the enrollment process for TDG's employees who need to take this training; and,
- Condense the employees' presence into one single occurrence of four (4) consecutive half-days instead of having them attend any available training session with external participants.

#### **1.4 Background, Assumptions and Specific Scope of the Requirement**

Every year, TDG hires an average of 37.5 new employees and sends a maximum of 14 employees at a time for this training, for a total of estimated 35 participants per year. Through a combination of lessons, discussions, and hands-on exercises, the trainer of 'Briefing Notes that Work' teaches the participants to create useful and effective documents to inform and advise their readers.

The training is especially beneficial for the employees who are required to produce, use or work with briefing notes. Based on the number of employees requiring to take the training for the current fiscal year ending March 2022, having one training session in English and one in French with TDG's employees only would allow for a more tailored training experience as well as rich and meaningful conversations with the participants and the trainer. Any additional training sessions would consist of two training sessions in English and one in French.

### **2.0 Requirements**

#### **2.1 Tasks, Activities, Deliverables and Milestones**

The Contractor must:

- Deliver the training at the date and time to be determined, for the duration of four (4) half-days.
- Provide the material (manual and checklists) to all participants.

- Provide access to the training and technical support to all participants.
- During the event, the trainer will need to moderate discussion, encourage group participation, guide attendees through the workshop content, and respond to questions as appropriate. More specifically, the trainer will:
  - Stimulate a constructive and clear exchange of ideas among the participants and promote feedback.
  - Redirect participants to carry on with an interaction when tangents occur.
  - Keep track of time to ensure that the planned agenda is completed prior to the end of the allotted time or in accordance with any agreed to modifications by the group.
  - Promote mutual understanding and shared responsibilities among the group by fostering open participation with respect for Transport Canada (TC) culture, norms and participant diversity.
- Oversee and manage feedback received through the online digital platform to be used during the workshop.
- Summarize and facilitate the reporting back of participant feedback at the end of the four workshops and concluding plenary session.
- Review and give feedback on exercises completed by the participants.

The Contractor must produce and deliver the following items:

- 1) Online training of the 'Briefing Notes that Work' on a date to be determined by both the Contractor and TC. The event be held on four (4) half days during the same week and will take place either in the morning or the afternoon;
- 2) Supply a digital tool to support audience participation and the gathering of participant feedback during the event;
- 3) Provide the manual and the checklists to all participants;
- 4) Provide technical support to all participants; and
- 5) Issue a certificate to all TDG participants upon successful completion of the training.

## **2.2 Technical, Operational and Organizational Environment**

The training is to be delivered through Adobe Connect or any platform that is functional and accessible by both parties.

## **2.3 Method and Source of Acceptance**

The performance, quality, format, and testing requirements will be measured by both the Contractor and TC using a feedback survey. The survey will be sent to the participants by email on the last day of the training.

## **2.4 Reporting Requirements**

The Contractor will provide the participant evaluation by email to TC for review once the training is completed.

### **3.0**

#### **3.1 TC Obligations**

- Access to a staff member from the TDG Secretariat who will be available to coordinate

activities. TC will work with the Contractor to schedule the training

- Provide technical supports to participants if a technical issue pertaining to TC's network and/or equipment is at fault.
- TC will provide the Contractor with a list of participants five (5) working days before the assessment program begins.

### **3.2 Location of Work, Work site and Delivery Point**

All of the work is expected to be completed online.

### **3.3 Language of Work**

The training sessions and material are to be offered in both official languages of the training (French or English).

## **4.0 Project Schedule**

### **4.1 Expected Start and Completion Dates**

The services of the Contractor will be required from date of contract award and is expected to be completed March 31, 2022.

Option to extend the period of contract

Canada reserves the right to extend the term of the Contract by three (3) one-year period, at Canada's sole-discretion.