

1. Does NLOWE have curriculum that you require a trainer to deliver or does the trainer provide the curriculum?  
**The training would be responsible for providing curriculum.**
2. Are facilities provided by NLOWE for in-person training?  
**Yes.**
3. Does NLOWE provide a platform to deliver virtual training or is that the responsibility of the trainer? If a platform is provided, which program is used?  
**NLOWE would provide the platform (WebEx) for virtually training.**
4. We understand applicants are to outline their associated costs with delivering their proposed training sessions. In order to provide accurate fee estimates, we wish to gain further insights concerning the duration and material expectations concerning each session.
  - a. How many training sessions does NLOWE typically provide in a given year? What kind of cost expectations/budget thresholds are in place to support these offerings?  
**Typically, we provide 10-12 small group-training sessions and 5 large group workshops in 5 regions of the province however the number and size of training sessions varies depending on our member needs. We do have internal budgets, however we do not share our budget information externally.**
  - b. What is the average duration of a typical training session? (e.g. “lunch and learn” or breakfast sessions of 1 hour, half day or full day?)  
**Half day workshops are most often preferred by our members, followed in preference by short breakfast/lunch and learns, and full-day sessions.**
  - c. Takeaway material is an important aspect of any training session. To what degree will such material be expected, and/or differ between training session types? (e.g.: comprehensive guidebook v. 1 page handouts)  
**Training curriculum and takeaway materials are the responsibility of the trainer. We do not have an expectation, but trust that our trainers will provide the best format for content delivery.**
  - d. As training may be delivered in-person or virtually, where are the training sessions commonly hosted?  
**We use WebEx for online delivery. In St. John’s, training typically takes place in our training room at head office, however the location of in-person sessions in other regions varies significantly. It will be the responsibility of NLOWE to provide venues.**

5. We further appreciate that training events offered by NLOWE are based on the needs of the business owners it serves. As an existing NLOWE member, we know that membership reflects a diverse spread of business types, sizes and industries. Can you provide comment on the composition of membership / target audience who is most likely to benefit from these training sessions (e.g.: startups v. established; key industries; sizes – SME, large, etc.)? What levels of seniority are trainers most commonly presenting to? (Senior leadership, mid-level management, staff)

Participants are typically NLOWE members and clients; depending on the specific topic being delivered the audience will be business women in various stages of business development, from start-up clients to high-level growth businesses. For the most part, many will be small businesses—solopreneurs, or with 1-2 employees offering consulting services.

6. RFP defines “small groups” as having less than 10 participants. Comparatively, how many participants are typically included in a “large group”?

Anywhere from 15-40.