



## **Inforum Learning Lab Proposal**

**What is a Learning Lab?** Inforum's Learning Labs are short learning modules focused on a particular topic of interest and are scheduled throughout the year. Labs allow for insight into a particular topic, as well as expanded opportunities for strategic networking. Labs are generally two hours or less, offered weekdays between the hours of 8am and 10am, and are a direct response to Inforum member requests for:

- **Additional educational offerings** beyond leadership programs to learn about new ideas/interesting topics
- **Introductions to other professional women** to expand networks and forge relationships across a variety of industries and expertise

**Learning Lab Facilitators** are Inforum members who volunteer to design and deliver sessions that:

- deliver a fast-paced learning opportunity with focused outcomes
- provide wonderful examples of role models
- foster intentional connections

If you would like to facilitate a learning lab through Inforum, please complete and submit the following information (add any additional information as needed):

### **Learning Lab Proposal Outline**

- I. Facilitator Name & Bio (attach w/photo)
  
  
  
  
  
  
  
  
  
  
- II. Learning Lab Title
  
  
  
  
  
  
  
  
  
  
- III. Time Required (90 minutes of content is typical)
  
  
  
  
  
  
  
  
  
  
- IV. Learning Objectives/Key Takeaways for Participants

V. Event Description

VI. Description of interactive activities

VII. Pre-work described

VIII. Handouts described

IX. Marketing Language (add key messaging for marketing i.e. text for ecard, social media post, etc.)

- X. Maximum number of attendees
  
- XI. Room Setup
  - a. A/V needed
  
  - b. Describe room/seating layout required
  
- XII. Willing to offer the Learning Lab in:
  - Southeast Michigan (Detroit)
  - West Michigan (Grand Rapids)
  - Both SEM & WM
  
- XIII. Are you a current Inforum Member?
  
- XIV. Any additional information not requested above that would aid in marketing this learning experience: