APMP Pacific Northwest Chapter News
June 2020

Vision Statement

Be our members' preeminent professional development resource by providing meaningful industry engagement, increasing national recognition, and promoting the highest caliber of business development.

SALE

FINAL DAYS for Practitioner OTE and Capture Practitioner certifications at half price. Purchase by June 30 to save. Book now at **https://publicexambookings.apmg-international.com/**

🔥 Hot Tip of the Month

Color Contrasts

Looking for ways to make your proposals accessible for those with visual impairments? One of the most important things to know is the significance of color contrast against the background of text and graphics. A font with highest contract is easier for most people to read, allowing for less need to use adaptive equipment. Look for colors that contract at least at a 4.5:1 level. Here's a link to a contrast checker on line that can help you determine your contrast number:
https://webaim.org/resources/contrastchecker/.

Upcoming Events

Lunch & Learn Webinars
- July 14, 2020
- September 8, 2020

Coffee Talks
- August 11, 2020
- October 13, 2020

Tips for Managing Remote Workers

Keep Communication Open

The number one thing you can do as a manager of remote workers is ensure open lines of communication, through all the channels that in-office workers would typically use (email, phone, StartMeeting).

Think constant collaboration. The dialogue should occur as if you were all working in the same office at the same time. The temptation when you have remote workers is to check in with them only when the full team meets (maybe once a week?), when in reality you should be interacting throughout the

day, every day.

Try not to let your interactions with remote workers occur after the fact or through a different medium than what seems natural. If—rather than send email or make a phone call—you would pop by someone's office or cubicle to provide input or solicit insight, provide the same courtesy to remote workers by using video to converse.

Because you're not physically in the same location, it's more important than ever to communicate what everyone is working on. This will help you better distribute workload and help you to trust that your team members are hard at work even though you can't see it day-to-day.

Keep Your Team Culture

The worst thing you can do as a manager of remote workers is isolate them—or even inadvertently punish them—for working outside the office. It's your job as a leader to keep them involved and happy.

Get people together creatively. Think of engaging ways you can keep everyone in the loop such as daily greeting sessions via video, or a daily question where everyone can chime in simply to connect (What's everyone having for lunch today? What's on your playlist while you're working? Share a snapshot of your workspace, pets, etc.). These are the moments when impromptu chats provide a little human connection, and you want to foster that as much as possible.

Throw in the occasional meme. Everyone enjoys a good meme, and they can go a long way in helping remote teams bond. Why? Because when people are scattered in different locations, they miss out on the in-office bantering and "inside jokes." Try to generate that type of shared humor and culture online as a way to bring remote workers together.

Plan Face Time

Schedule one-on-ones on a predictable schedule – at least weekly or more frequently if needed. The same goes for weekly team meetings – once per week minimum. StartMeeting is a great tool for this. Research shows that face time is most effective for remote or virtual teams when meetings are held predictably. This way they can plan ahead for any important topics to be discussed.

Go face-to-face using video, too. Nonverbal communication is essential for strong relationships, understanding each other's messages accurately, and getting our points across effectively. Facial expressions, eye contact, and even posture can all point to a person's mood, willingness to cooperate, energy level, and so on. When you use video conferencing regularly with remote workers, you allow everyone to share those nonverbal cues and the advantages they provide. Again, StartMeeting is a great tool for this.

Get the whole team together. Your one-on-one time is important, but getting an entire team together at least once per week via StartMeeting is critical to team culture, employee retention, and open communication.

Don't Forget about Them

One of the biggest mistakes managers of remote workers make is forgetting that they are there. Always remember to keep them involved in your conversations just as you would in the office, even if they're just little off-the-cuff chats. It only takes a second to send someone a quick message or give them a call to thank them for their hard work.

Members Weigh In - Top Five Proposal Tools

Last month, we asked you what your top five proposal tools were. Thank you for your responses! Here are your top five:

1. APMP's Body of Knowledge (BOK) - whether you are just starting out or are a seasoned pro with years of experience, the BOK remains one of the best resources for a proposal professional (https://www.apmp.org/page/BOK)

2. Shipley Proposal Guide - a top reference guide for all aspects of proposal creation and

management; approved by APMP (https://www.shipleywins.com/)
3. Grammarly - a free writing application to help make your writing clear and effective (https://www.grammarly.com/)
4. Visible Thread - document analysis software that does more than save you time (https://www.visiblethread.com/)
5. SharePoint - a collaborative platform that integrates with Microsoft; allows your team to dynamically share files, data, news, and resources (https://www.microsoft.com/en-us/microsoft-365/sharepoint/collaboration)

If you have any other tips or resources you would like to share with chapter members, please send us a note at communications@apmp-pacificnw.org, on LinkedIn, or Facebook, and we will post in our next newsletter.

Networking and Learning

In an effort to provide our members with multiple opportunities to connect, network and learn from each other, we will continue to offer our bi-monthly *Lunch & Learn Webinars* alternating with a monthly *Coffee Talk*. While the Lunch & Learns will feature presentations by industry recognized experts, the Coffee Talks are meant to be more informal and provide an avenue for us to get to know each other better.

You don't want to miss out, so, mark the following dates on your calendar. We look forward to meeting with you soon!

As an added bonus, after each *Lunch & Learn*, we will be randomly selecting one attendee to receive a prize for their attendance. The prize next month is a Starbucks gift card.

Lunch & Learn Webinars

July 14, 2020

Topic TBA

APMP PNW Chapter is pleased to welcome back Bruce Farrell. Topic TBA.

Bruce Farrell is a proposal and presentation specialist at Plante Moran with a 25-year history in business communications and development. His specialty is helping professionals identify and organize key points to translate their "big ideas" into quality documents and presentations. He works with pursuit teams, presenters and keynote speakers to develop documents that make an impact. He is a board member for the Greater Midwest Chapter and presents at APMP International and chapter events.

**Click here to
Register Now!**

September 8, 2020

Topic TBA

Coffee Talks

August 11, 2020

Executive Summary Creation and Content

The Executive Summary is one of the most powerful tools a proposal writer has. Often the Executive Summary is the only part the customer will read. Join us for discussion about this critical topic.

**Click here to
Register Now!**

As always, these will be informal chat sessions and all participants are welcome!

October 13, 2020

Kickoff Meetings

APMP PNW Chapter is pleased to welcome Kristin Dufrene CPP APMP Fellow. Topic TBA.

Kristin is Executive Director for Strategic Capture at CACI International Inc. She has 26 years' experience in Federal sector proposal development and management, business development and capture. She is skilled in strategy development principles and techniques; and has a comprehensive understanding of the Federal acquisition and evaluation process. Kristin also served on APMP's International Board of Directors.
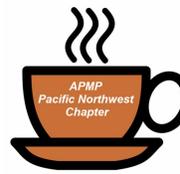
An effective kickoff meeting gets your entire team together and moving in the same direction.The kickoff meeting is an opportunity to start your proposal off right and address any issues or risks. It also is a great motivational tool. Join us for discussion about this critical topic.

**Click here to
Register Now!**

As always, these will be informal chat sessions and all participants are welcome!

**Click here to
Register Now!**

Missed a Lunch & Learn? Go to APMP PNW's website to access the recording.

Interested in sharing your own expertise with the chapter? We would love to hear from you. CONTACT US today and let us know what is most important to you!

Job Postings

Do you have a proposal or business development position to fill? Let our members know. Send an email with job information to communications@ apmp-pacificnw.org, and we will post it to our website.

Benefits of Membership

Certification Opportunities

APMP offers the world's first, best and only industry-recognized certification program for professionals working in a bid and proposal environment. APMP certification is the global standard for developing and demonstrating proposal management competency.

Achieving APMP Certification:
- Demonstrates a personal commitment to a career and profession.
- Improves business development capabilities.
- Creates a focus on best team practices.
- Gains the respect and credibility of peers, clients and organizational leaders.
- May result in additional compensation.
- Reinforces bid/proposal management as an important role within an organization and not as an ad hoc function that anyone can perform.

Visit the APMP Website to Learn More!

PNW Chapter - Join our mailing list today!

Just send us your email
address by text message:

Text
JOINPNWAPMP
to **22828** to get started.

Message and data rates may apply.