



SOCIETY FOR HUMAN RESOURCE MANAGEMENT – LONG ISLAND CHAPTER

SHRM-LI

PROGRAM SPEAKER OVERVIEW

The goal of developing programs for SHRM-LI is to provide balanced programs that meet the variety of skill levels and interests of SHRM-LI members. Most often, topics chosen are based on the SHRM Body of Competency and Knowledge (SHRM BoCK) as well as the HRCI Body of Knowledge. (For clarification, see BoCK & HRCI Body of Knowledge Overview & Definitions).

Please complete the information below in order to create a Speaker Profile and provide the Presentation Description and Objectives. The presentation should be approximately 1–1.5 hours (including time for questions) and PowerPoint presentations must be in a 32 size font and available to be sent to SHRM-LI members via email. Further, please indicate what equipment may be necessary in order to facilitate your presentation.

Most programs are offered while the audience will be eating; therefore, it is recommended that you walk around the room to engage the audience. The option of standing behind a podium is available as well.

Presentations must be given to the SHRM-LI’s Program Committee Member Facilitator that is coordinating the program 6-8 weeks prior to the date of the presentation so that the information can be submitted to SHRM and HRCI for applicable credits. The Program Committee Member Facilitator will coordinate and work on all pertinent information that might be needed to ensure the success of the program and will be your point of contact.

PROGRAM SPEAKER - Complete the information below:

Program Title: _____

Program Date: _____

Presenter’s Name: _____

Title & Credentials: _____

Company/Affiliation: _____

Address: _____

Website: _____

Email: _____

Phone Number: _____



Overview of the Presentation:

Provide a general description and overview based on SHRM BoCK & HRCI Body of Knowledge (See attached definitions). Programs should not be based on personal development.

Learning Objectives:

List at least three (3) primary learning objectives from SHRM BoCK & HRCI Body of Knowledge, preferably with a strategic focus.

- 1) _____
- 2) _____
- 3) _____

Prior SHRM/HRCI Accreditation:

If this program has been presented before and was granted credits from SHRM/HRCI, please indicate below:

- 1) _____ SHRM BoCK
- 2) _____ HRCI Body of Knowledge

Target Audience (Please check all that applies):

- 1) _____ Entry/Early Career Professional
- 2) _____ Mid Level Career Professional
- 3) _____ Senior Level Career Professional
- 4) _____ Executive Level Professional

Speaker Biography:

Provide a brief paragraph/biography. (If there are additional presenters, include a separate Speaker Biography and attach to this overview.)



Speaker's Needs:

Please check off all requirements.

- _____ Laptop
- _____ Projectors – Five (5) are provided, unless otherwise indicated.
- _____ Hand Held Microphone
- _____ Lavalier Microphone
- _____ Flip Chart/Easel
- _____ Markers

Handouts:

If you have handouts or information regarding your organization, SHRM-LI would prefer to have this information sent electronically, in advance of the program, to remain “green”. SHRM-LI will email participating members with this information. If the preference is to have paper documents, please provide this yourself and prepare to attend the meeting prior to the start in order to distribute these materials. SHRM-LI’s preference is to have any paper documents available on tables, prior to the commencement of the program.

SHRM-LI Program Committee Member Facilitator - Complete the information below:

Program Facilitator Name: _____

Email: _____

Phone Number: _____

Program Location: _____

QUESTIONS?

Any questions after reading all of the information provided, please contact your Program Committee Member Facilitator.

Any further questions may be directed to the SHRM-LI Program Co-Chairs:

Programming@SHRMLI.org



SHRM BoCK & HRCI Body of Knowledge:

Indicate recommendation for both SHRM and HRCI program certifications.

SHRM BoCK:

- 1) _____ Communication
- 2) _____ Relationship Management
- 3) _____ Ethical Practice
- 4) _____ HR Expertise (HR Knowledge)
- 5) _____ Business Acumen
- 6) _____ Critical Evaluation
- 7) _____ Global & Cultural Effectiveness
- 8) _____ Leadership & Navigation
- 9) _____ Consultation

HRCI Body of Knowledge:

- 1) _____ Business Management & Strategy
- 2) _____ Workforce Planning & Employment
- 3) _____ Human Resource Development
- 4) _____ Compensation & Benefits
- 5) _____ Employee & Labor Relations
- 6) _____ Risk Management

Provide any additional information below:



SHRM BODY OF COMPETENCY & KNOWLEDGE (BoCK) & HRCI BODY OF KNOWLEDGE

OVERVIEW & DEFINITIONS

SHRM BoCK

COMMUNICATION:

The ability to effectively exchange information with stakeholders.

- Verbal & Written Communication
- Feedback
- Facilitation
- Active Listening
- Persuasion
- Diplomacy

RELATIONSHIP MANAGEMENT:

The ability to manage interactions to provide service and to support the organization.

- Credibility
- Community Relations
- Business Networking
- Teamwork
- Customer Service
- Mutual Respect

ETHICAL PRACTICE:

The ability to integrate core values, integrity and accountability throughout all organizational and business practices.

- Integrity
- Rapport Building
- Courage
- Professionalism
- Trust Building

HR EXPERTISE (HR KNOWLEDGE):

The knowledge of principles, practices and functions of effective human resource management.

- Risk Management
- Strategic Business Management
- Workforce Planning
- Human Resources Development
- HR Technology



BUSINESS ACUMEN:

The ability to understand and apply information to contribute to the organization's strategic plan.

- Strategic Agility
- Business Operations & Logistics
- Systems Thinking
- Organizational Metrics
- Sales & Marketing
- Economic Awareness

CRITICAL EVALUATION:

The ability to interpret information and to make business decisions and recommendations.

- Decision-making
- Critical Thinking
- Measurement & Assessment
- Research Methodology
- Inquisitiveness
- Knowledge Management

GLOBAL & CULTURAL EFFECTIVENESS:

The ability to value and consider the perspectives and backgrounds of all parties.

- Adaptability
- Openness to various perspectives
- Cultural Awareness & Respect
- Diversity Perspective
- Global Perspective

LEADERSHIP & NAVIGATION:

The ability to direct and contribute to initiatives and processes within the organization.

- Consensus Builder
- Influence
- Change Management
- Mission Driven
- Results & Goal Oriented

CONSULTATION:

The ability to provide guidance to organizational stakeholders.

- Problem Solving
- Analytic Reasoning
- Coaching
- People Management



- Project Management

HRCI BODY OF KNOWLEDGE

BUSINESS MANAGEMENT & STRATEGY:

Developing, contributing to and supporting the organization's mission, vision, values, strategic goals and objectives; formulating policies; guiding and leading the change process; and evaluating organizational effectiveness as an organizational leader.

WORKFORCE PLANNING & EMPLOYMENT:

Developing, implementing and evaluating sourcing, recruitment, hiring, orientation, succession planning, retention and organization exit programs necessary to ensure the workforce's ability to achieve the organization's goals and objectives.

HUMAN RESOURCE DEVELOPMENT:

Developing, implementing and evaluating activities and programs that address employee training and development, performance appraisal and talent and performance management to ensure that the knowledge, skills, abilities and performance of the workforce meet current and future organizational and individual needs.

COMPENSATION & BENEFITS:

Developing/selecting, implementing/administering and evaluating the workplace in order to maintain relationships and working conditions that balance employer/employee needs and rights in support of the organization's goals and objectives.

EMPLOYEE & LABOR RELATIONS:

Developing, implementing/administering and evaluating the workplace in order to maintain relationships and working conditions that balance employer/employee needs and rights in support of the organization's goals and objectives.

RISK MANAGEMENT:

Developing, implementing/administering and evaluating programs, procedures and policies in order to provide a safe, secure working environment and to protect the organization from potential liability.