The Peninsula Chapter of SHRM (PenSHRM), an affiliate of The Society for Human Resource Management (SHRM), serves HR Professionals in the Tidewater/Hampton Roads area. Programs are intended to provide members with professional education related to the field of Human Resources and to provide continuing education credits for certified members. Program certification is completed through SHRM (www.shrm.org) and HRCI (HR Certification Institute) (www.hrci.org).

We appreciate your interest in submitting a proposal to share your experience and expertise.

Program Information
All programs are generally held on the third Thursday of the month and are for one (1) hour. Date is subject to change based on venue availability. Please ensure the desired presentation date is noted on the form.

All proposals must be submitted *8 weeks* prior to the month the speaker is requesting to present. This is necessary for proper promotion and submission to SHRM and HRCI for credit approval. Programs must be able to qualify for SHRM **and** HRCI recertification credit, preferably at business level.

The program will be reviewed by the Programs Chair prior to formal submission to the Programs Committee to ensure proper content and focus.

Submitting Program Proposal
All requests to present at a chapter meeting require:
1) Completed "Request to Present" form.
2) Presentation materials (handouts, PowerPoint, speaker notes, etc.) in their final format.
3) Personal biography (included in "Request to Present" form) and photo (preferably high-resolution JPEG)
4) All materials must be in Word or PDF and PowerPoint format when submitted.
5) Speakers may provide additional proof of performance (videotapes, evaluations from past speaking engagements or letters of recommendation, etc.) to enhance their submission but it is not required.

Questions regarding requirements can be submitted to programs@vapeninsulashrm.com. *Incomplete submissions will not be considered. Submissions via email will not be submitted. Please use our online form.*

Program Confirmation
Program submissions will be reviewed and, if approved, tentatively scheduled for the date requested. Final confirmation will occur when SHRM and HRCI recertification approval is received. If more than one proposal for a certain date is received, preference will be given to the first received *complete* submission.

Honoraria/Fees
PenSHRM seeks contributors who are willing to share their expertise to promote the development of Human Resource professionals. We are unable to provide an honorarium.

Occasionally, the chapter will approve program fees. Requests must be noted in the "Request to Present" form to be reviewed for approval. Approval is not guaranteed.

Presentation Equipment

For in-person events, the chapter provides a projector, screen, laptop and microphone. The presenter is expected to provide any additional equipment, as required for their program. The presenter is expected to bring a copy of the presentation on a thumb drive on the day of the presentation.

For virtual events, PenSHRM will provide the online platform. A program run-through will be scheduled to ensure the presentation is viewable and the presenter is familiar with the platform controls.

Travel Expenses

The chapter may approve reasonable travel expenses for presenters traveling from outside the Tidewater/Hampton Roads area. These expenses must be identified in the "Request to Present" form at time of submission. Expenses will only be reimbursed if the program receives SHRM and HRCI recertification and is approved in writing by the President.

Presenter Agreement

Approved presenters are required to:

- Bring the approved presentation on a thumb drive;
- Provide their own handouts (as submitted with "Request to Present");
- Retain the session content and audio/visual needs as originally submitted;
- Provide prior notice of any changes in the presentation or identity or number of presenters;
- Honor commitment to provide education or services without showcasing the provider's practice, services or products (i.e. no selling from the podium); and
- Present themselves in a professional, respectful manner.

HRCI Bodies of Knowledge

STRATEGIC MANAGEMENT
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 HR's contributions to organizational effectiveness.

EMPLOYEE AND LABOR RELATIONS
Analyzing, developing, implementing/administering, and evaluating the workplace relationship between employer and employee, in order to maintain relationships and working conditions that balance employer and employee needs and rights in support of the organization's strategic goals, objectives, and values.

WORKFORCE PLANNING AND EMPLOYMENT
Developing, implementing, and evaluating sourcing, recruitment, hiring, orientation, succession planning, retention, and organizational 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, talent and performance management, and the unique needs of employees, to ensure that the knowledge, skills, abilities, and performance of the workforce meet current and future organizational and individual needs.

TOTAL REWARDS
Developing/selecting, implementing/administering, and evaluating compensation and benefits programs for all employee groups that support the organization's strategic goals, objectives, and values.

RISK MANAGEMENT
Developing, implementing/administering, and evaluating programs, plans, and policies which provide a safe and secure working environment and to protect the organization from liability.

SHRM Competency Clusters

CLUSTER	COMPETENCY	DEFINITION
Leadership	Leadership & Navigation	The knowledge, skills, abilities, and other characteristics (KSAOs) needed to navigate the organization and accomplish HR goals, to create a compelling vision and mission for HR that aligns with the strategic direction and culture of the organization, to lead and promote organizational change, to manage the implementation and execution of HR initiatives, and to promote the role of HR as a key business partner.
	Ethical Practice	The KSAOs needed to maintain high levels of personal and professional integrity, and to act as an ethical agent who promotes core values, integrity and accountability throughout the organization.
Interpersonal	Relationship Management	The KSAOs needed to create and maintain a network of professional contacts within and outside of the organization, to build and maintain relationships, to work as an effective member of a team, and to manage conflict while supporting the organization.
	Communication	The KSAOs needed to effectively craft and deliver concise and informative communications, to listen to and address the concerns of others, and to transfer and translate information from one level or unit of the organization to another.
	Global & Cultural Effectiveness	The KSAOs needed to value and consider the perspectives and backgrounds of all parties, to interact with others in a global context, and to promote a diverse and inclusive workplace.
Business	Business Acumen	The KSAOs needed to understand the organization's operations, functions and external environment, and to apply business tools and analyses that inform HR initiatives and operations consistent with the overall strategic direction of the organization.
	Consultation	The KSAOs needed to work with organizational stakeholders in evaluating business challenges and identifying opportunities for the design, implementation and evaluation of change initiatives, and to build ongoing support for HR solutions that meet the changing needs of customers and the business.
	Critical Evaluation	The KSAOs needed to collect and analyze qualitative and quantitative data, and to interpret and promote findings that evaluate HR initiatives and inform business decisions and recommendations.