



Professional Development Speaker Application Form

Please submit completed applications to professionaldevelopment@hrpa.ca

Please save file name as *PD Speaker Application_ Full Name_ Title (ex. PD Speaker Application_ John Smith_ Succession Planning)*

**Required fields*

SPEAKER INFORMATION

- * First Name: _____
- * Last Name: _____
- Title: _____
- Professional Designation: _____
- * Company Name: _____
- * Street Address: _____
- * City: _____
- * Province/State: _____
- * Postal/Zip Code: _____
- * Country: _____
- * Primary Phone Number: _____
- Secondary Phone Number: _____
- * Email: _____
- Website: _____
- Twitter: _____

ALTERNATIVE CONTACT

For instance: agency, assistant, agent

- * Name: _____
- * Email: _____
- * Phone: _____

SHORT BIOGRAPHY

PRESENTATION INFORMATION

* Title of Presentation:

Please provide a descriptive and compelling presentation title.

*Session Description

Please provide a general overview of your session.

Include: why this topic is of importance to HR and business professionals, and what, if any, research findings it is based on.

*Learning Outcomes:

Please include 3 or more specific learning objectives of your session in point form. Include what usable tools can be implemented at the workplace. Please remove formatting and use plain text only)

For example, Attendees will learn: How to evaluate alternative approaches to outsourcing

* Intended Audience:

Foundational Level: Basic knowledge and practices that build a platform for future success; a focus on skills development. Includes all the foundational components they need to have to be effective in an HR role.

Intermediate Level: Essential knowledge and practices that advance professional success; a focus on career advancement. Managing as an HR professional (have the foundational skills, but now they need to know how to manage people)

Advanced Level: Advanced knowledge and practices that advance the profession and lead others; a focus on leadership and personal legacy. Leading as an HR professional (have the foundational and some/or most of the intermediate level skills, but now they need to know how to be part of a leadership team as well as influence the President/CEO)

All: All three levels will benefit

* Presentation Length:

Half-day Full-day Multi-day

COMPETENCIES

Please check the [Appendix](#) for competency descriptions:

Core Competencies:

(Please select ONLY one)

- Strategy
- Professional Practice
- Organizational Effectiveness
- Workforce Planning & Talent Management
- Labour & Employee Relations
- Total Rewards
- Learning and Development
- Health, Wellness, and Safe Workplace
- Human Resources Metrics, Reporting, and Financial Management

Enabling Competencies:

(Please select one or more)

- Critical thinking and analysis
- Technological savvy
- Research skills
- Quantitative skills
- Critical legal thinking
- Emotional intelligence
- Project management
- Decision-making skills
- Business acumen
- Independence
- Ethical behaviour and professionalism
- Relationship management
- Negotiation and influencing
- Strategic and organizational leadership
- Integration

Testimonials: Please provide testimonials of past speaking engagements)

References: (Please provide 3 speaker references with contact information)

*** Presentation Materials:**

It is mandatory that all selected speakers submit their Power Point presentations and any handouts by the deadline date shown in the speaker contract that will be sent to you by the HRPAs Professional Development department.

Please Note: All presentations will be used by HRPAs for the purposes of downloading to the speaker's assigned presentation room and to copy as handouts for our *seminar/mini-conference/workshops* participants or for on-demand webinar viewing (for a minimum period of 1 year).

*** Recording Presentations:**

The Speaker understands that HRPAs may want to record, reproduce, publish and distribute the Speaker's presentation (the "Work") and that such Work will be made available after the session for sale. The details will be outlined in the Speaker contract that will be sent to you by the HRPAs Professional Development department.

***Radius Protection:**

I agree that I will not deliver a presentation of the same nature to a similar audience in the Greater Toronto Area (GTA) within 3 months prior and 3 months after this event. For more information regarding the radius protection agreement, please contact Lata Viseu, lviseu@hrpa.ca (416) 923-2324, Ext. 304.

Copyright:

I agree that, by the act of submission of this presentation proposal that I will not infringe on the copyright or other intellectual property rights of any third party, and that I will indemnify HRPAs completely from any action that may occur as a result thereof.

APPENDIX:

Core Competencies

STRATEGY

A cluster of competencies related to the ability to think and act strategically in regards to organizations, business, and the HR function.

PROFESSIONAL PRACTICE

A cluster of competencies related to the ability to conduct oneself in a professional manner and to exhibit high levels of professionalism in all contexts and situations.

ORGANIZATIONAL EFFECTIVENESS

A cluster of competencies related to using the levers available to HR professionals to maximize the performance of organizations, teams, and individuals within the context of executing the organization's strategy.

WORKFORCE PLANNING AND TALENT MANAGEMENT

A cluster of competencies related to the recruitment and deployment of human resources within an organization.

LABOUR AND EMPLOYEE RELATIONS

A cluster of competencies related to managing the relationships between employer and employees.

TOTAL REWARDS

A cluster of competencies related to the management of rewards within an organization in a manner that maximally supports the execution of organizational strategy.

LEARNING AND DEVELOPMENT

A cluster of competencies related to the optimization of the ability of the organization, teams, and individuals to acquire and put to use new competencies.

HEALTH, WELLNESS, AND SAFE WORKPLACE

A cluster of competencies related to the creation and maintenance of healthy and safe workplaces.

HUMAN RESOURCES METRICS, REPORTING, AND FINANCIAL MANAGEMENT

A cluster of competencies related to the ability to collect, manage, and synthesize information relevant to the management of human resources and the ability to incorporate financial analysis in the making of decisions about HR investments.

Enabling Competencies

(excluding behavioural indicators)

Critical thinking and analysis

- Analyzing problems and challenges with perceptiveness and insight.
- Having the capacity for flexible and innovative thinking.
- Seeing how the various parts or facets of a problem relate to each other.

Technological savvy

- Making use of various technologies to best advantage.
- Seeing the possibilities in emerging technologies.
- Managing the implementation of new technologies.

Research skills

- Collecting and using data effectively in the HR decision- making process.
- Integrating the work of others into organizational practice.

Quantitative skills

- Working with quantitative data.
- Conducting and interpreting predictive analytics.
- Constructing metrics.

Critical legal thinking

- Analyzing situations from a legal perspective.
- Distilling the essential legal issues at hand.
- Considering and evaluating the relative merits of alternative legal interpretations.
- Making sound judgments based on a legal analysis of situations.

Emotional intelligence

- Interpreting the emotional state of self and others.
- Making effective use of this information to guide behaviour.

Project management

- Planning, executing, and controlling HR projects using appropriate tools and metrics.

Decision-making skills

- Making decisions in a timely manner, taking into consideration all relevant aspects of a situation.

Business acumen

- Effectively leveraging the context and dynamics of business.

Independence

- Acting as an independent professional in the context of the workplace.
- Adhering to the standards of the HR profession and to all workplace legislation, even when doing so is challenged.

Ethical behaviour and professionalism

- Acting with honesty, integrity, credibility, self-confidence, and independence.
- Coping with ambiguity, conflicts of interest, and the need to protect the public interest.

Relationship management

- Building networks.
- Establishing effective working relationships.
- Working productively with others.

Negotiation and influencing

- Negotiating solutions that balance the interests of all parties.
- Delivering persuasive communications that build agreement on a particular course of action.

Strategic and organizational leadership

- Working in, building, and leading teams.
- Demonstrating competence in goal setting, planning and organization, collaboration, process management, empathy, flexibility, responding to feedback, and conflict management.

Integration

- Integrating the various practice areas of HR together into a coherent response to a challenge or issue.