

Important: Please download the blank form and save it on your computer before filling out this form.

## **Professional Development Speaker's Proposal**

Thank you for your interest in speaking as part of CPHR BC & YK's professional development program. All proposals from potential speakers will be reviewed on a bi-weekly basis to support our ability to be responsive to current issues identified by our members. In addition, all proposals submitted will be compiled and analyzed at key points during each professional development cycle in order to support CPHR BC & YK to meet the diverse learning needs of our members. Proposals will be considered active for one year from the date of the submission. Due to the volume of proposals received, only selected speakers will be notified for further discussion. Before beginning to complete this proposal submission, we suggest you review the form to ensure that you have all the required information necessary to submit a complete proposal.

The proposal form will take approximately 20 minutes to complete. While all fields are optional, please provide as much information as you are able to.

### **Proposed Professional Development Activity Details**

**Title (i.e., Financial Management for HR Managers):**

**Overview - description of the proposed professional development activity, including ways that you will engage with the participants (1000 characters or approximately 180 words):**

**Learning Objectives (3-6 SMART objectives, depending on the length of the activity):**

1	
2	
3	
4	
5	
6	

**Strategies and Tools – include strategies and tools that participants will practice with and take away (3-6 depending on the length of the activity):**

1	
2	
3	
4	
5	
6	

**Target Audience - select more than one if applicable:**

**Emerging** - developing practitioners; HR Assistants, HR Administrators, HR Advisors, etc.

**Mid-Level** - practitioners who are a knowledgeable resource or specialist; HR Generalists, HR Analysts, HR Managers, etc.

**Senior** - practitioners who play a key role in planning or strategy, considered an expert with broad knowledge; Senior HR Managers, HR experts, Directors of HR, VPs of HR, etc.

**Speaker Details & References**

Please provide the name and contact information for 3 references. References must be able to attest to speaker's expertise on the proposed topic and / or your presentation style and skills.

**Reference 1:**

Name

Title

Organization

Phone

Email

Relationship to Reference

**Reference 2:**

Name

Title

Organization

Phone

Email

Relationship to Reference

**Reference 3:**

Name

Title

Organization

Phone

Email

Relationship to Reference

**Are you currently a member of CPHR BC & YK?**

Yes

No

**Bio - as it would appear in marketing materials (1800 characters/280 words):**

**Geographic Region - select the region in which your place of work is located:**

**Central Interior** - 100 Mile House, Ashcroft, Kamloops, Logan Lake, Merritt, Mica Creek, Pritchard, Quesnel, Sun Peaks, Westwold

**Coastal Vancouver** – Bowen Island, Gibsons, Lions Bay, North Vancouver, Powell River, Roberts Creek, Sechelt, Squamish, Vancouver, West Vancouver, Whistler

**Fraser Valley** - Abbotsford, Aldergrove, Chilliwack, Delta, Ft. Langley, Harrison Hot Springs, Langley, Maple Ridge, Mission, Pitt Meadows, Surrey, Tsawwassen, Walnut Grove, White Rock

**Greater Vancouver** - Coquitlam, Port Moody, New Westminster, Port Coquitlam, Burnaby, Richmond

**Northern** - Burns Lake, Chetwynd, Coldstream, Dawson Creek, Fort Nelson, Fort St. John, Fraser Lake, Houston, Kitimat, MacKenzie, Olds, Prince George, Prince Rupert, Quesnel, Smithers, Taylor, Terrace, Vanderhoof, Williams Lake

**Southern Interior** - Armstrong, Castlegar, Cranbrook, Crescent Valley, Creston, Elkford, Falkland, Fernie, Grand Forks, Kelowna, Lake Country, Naramata, Nelson, Oliver, Penticton, Revelstoke, Salmon Arm, Sparwood, Summerland, Trail, Vernon, Westbank

**Vancouver Island** - Brentwood Bay, Campbell River, Chemainus, Cobble Hill, Comox, Courtenay, Crofton, Duncan, Esquimalt, Gabriola Island, Malahat, Maple Bay, Metchosin, Mill Bay, Nanaimo, Nanoose Bay, North Saanich, Parksville, Port Alberni, Port Alice, Royston, Saanichton, Shawnigan Lake, Sidney, Sooke, Tofino, Ucluelet, Victoria

**Outside of BC** \_\_\_\_\_

**Sector - select the sector that most closely represents your business:**

Association (trade, professional)

Corporate (business-to-business, business-to-consumer)

Government (federal, provincial, municipal)

Government affiliate (crown corporation)

Educational institution (technical and vocational college, school district, university)

Healthcare

NGO (not-for-profit, charity, advocacy group)

Other \_\_\_\_\_

**Level of Experience:**

**Emerging** - developing practitioners; HR Assistants, HR Administrators, HR Advisors, etc.

**Mid-Level** - practitioners who are a knowledgeable resource or specialist; HR Generalists, HR Analysts, HR Managers, etc.

**Senior** - practitioners who play a key role in planning or strategy, considered an expert with broad knowledge; Senior HR Managers, HR experts, Directors of HR, VPs of HR, etc.

**Area of responsibility or expertise - select the area that most closely represents your role or area of expertise:**

- Career & Employment
- Compensation & Benefits
- Employee Relations
- HRIS
- Human Resources Generalist
- Line or Administrative Manager
- Organizational Development
- Recruitment & Selection
- Training & Development
- Workplace Wellness, Health & Safety

Other \_\_\_\_\_

**Education & Designations - please list no more than 6:**

	Designation	Granting Institution / Organization	Year
1			
2			
3			
4			
5			
6			



**Awards or Recognition for Best Practices - please provide no more than 6:**

	Award / Recognition	Granting Institution / Organization	Year
1			
2			
3			
4			
5			
6			

**Speaking Engagements - please provide not more than 6:**

	Title	Organization	Year
1			
2			
3			
4			
5			
6			

**Publication List - please provide no more than 6:**

	Title	Publication	Year
1			
2			
3			
4			
5			
6			

**Thank you for taking the time to provide your proposed professional development activity to CPHR BC & YK's professional development program!**

Should you have any questions, please contact CPHR BC & YK Professional Development [pd@cphrbc.ca](mailto:pd@cphrbc.ca).