



SASKATCHEWAN ASSOCIATION OF HUMAN RESOURCE PROFESSIONALS

PROFESSIONAL DEVELOPMENT SPEAKER PROPOSAL GUIDELINES

We invite HR professionals, industry experts, and learning and development practitioners from Saskatchewan and across the country, to share innovative, timely and practical professional development sessions for our HR community.

WHO ARE WE

The Saskatchewan Association of Human Resource Professionals (SAHRP), formed in 2005, is the leading professional association for practicing human resource (HR) professionals in the province.

The SAHRP has grown its membership across all sectors, industries and geographical regions in Saskatchewan over the last nine years from 700 members to 1,500 members, of which over half hold their CPHR designation. The SAHRP offers professional development events in Regina, Saskatoon, Moose Jaw, Prince Albert, Yorkton/Melville and Swift Current, and has members from all over Saskatchewan. As a member of the Chartered Professionals in Human Resources Canada (CPHR Canada) the SAHRP is linked to over 21,000 CPHRs and 41,000 HR professionals collectively across Canada.

In 2013, the SAHRP began its pursuit to become a self-regulated profession. Professional recognition and the authority to self-regulate represents a multifaceted process to the Association and its stakeholders. It is our goal to elevate the credibility of the human resources profession and protect the public interest.

While much remains to be done, the SAHRP has been active with the objective of advancing a proposal to have a bill introduced to the legislative assembly in 2017.

PROFESSIONAL DEVELOPMENT INFORMATION

The SAHRP facilitates the ongoing professional development for Saskatchewan's HR community by managing the design, development, and delivery of effective instructor led and online learning opportunities.

Establishing quality professional development contracts, the SAHRP offers the Saskatchewan HR community superior learning and development opportunities. These learning opportunities are available, province wide and to all members of the SAHRP.

There are 9 functional knowledge areas recognized in Saskatchewan as part of the human resource profession. Listed below, speakers must align their sessions to one (or more) of the following:

- Strategy
- Professional practice
- Engagement
- Workforce planning and talent management
- Labour and employee relations
- Total rewards
- Learning and development
- Health, wellness and safe workplace
- Human resources metrics, reporting and financial Management

For more information and definitions on the 9 functional knowledge areas, visit the CPHR Canada Website

The SAHRP currently offers approximately twenty to twenty-five informal and formal face-to-face learning sessions annually and in various locations such as Saskatoon, Regina, Prince Albert, Moose Jaw, Swift Current, and Parkland (Melville and Yorkton area).

These sessions typically consist of twenty to one hundred (20-100) participants, depending on delivery method and location.

Our audience is diverse and range from junior level (0 to 5 years' experience); mid-level (6 to 15 years' experience); senior level (16 to over 20 years' experience). They are seeking professional development in all 9 functional knowledge areas and more specifically, they are looking for practical tools and interactive experiences they can apply to their workplaces.

The types of delivery methods include but are not limited to the following:

Formal Delivery (delivered to HR Community for a fee):

- One hour lunch and learns
- 2 to 3 hour workshop
- ½ day workshop
- One day workshop

Informal Delivery (delivered to HR Community at no cost):

- Communities of Practice
- Book Clubs, Ted Talks, White Paper discussions
- Online Discussion Boards

SPEAKER PROPOSAL REQUIREMENTS

The Proposal must:

- Provide the titles of session(s) currently owned by or licensed to the Speaker organized by the 9 functional knowledge areas previously listed. For each proposed session, include course title, length of session and session outline, including learning objectives and description of learning activities.
- Explain why the proposed session(s) aligns with one or more of nine knowledge areas.
- Identify the locations in Saskatchewan the Speaker is willing to deliver the sessions.
- Describe the Speaker's approach to adult learning (not to exceed 500 words).
- Describe how the Speaker deals with phone call availability, invoice capability, and other business related functions.
- Describe the Speaker's capability to provide customization if requested by the SAHRP.

Speaker Qualifications and Experience:

Proposal submissions must include a speaker biography (not to exceed one page), LinkedIn profile, and if applicable, website.

The Proposal must:

- include named speakers(s) with demonstrated experience in leading, training and/or facilitating learning events in an academic, corporate, not for profit or public sector;
- include references for at least two (2) projects undertaken by the speaker(s) that are similar in scope and complexity as described in this RFP. References should include the name of the client organization, official contact person for the client organization including street address, email address and telephone number. SAHRP may contact these or other references without prior notice to the Submitter. Those who, in the opinion of SAHRP, receive unsatisfactory references may have their Proposal rejected; and
- for each named speaker, describe their expertise for each proposed functional knowledge areas, demonstrated by academic qualifications, certification, experience, and/or research.

SPEAKER EXPECTATIONS / SELECTION PROCESS

Speaker Expectations:

- To recognize that a professional development session is an opportunity to share information and provide our HR Community with practical workplace tools and is not a showcase for promotion of business, practice, service or product;
- To acknowledge you are available to speak during any time frame for the SAHRP Professional Development calendar year (September to June) and as such will not request a change to the session time frame assigned if selected;
- To work closely with the SAHRP staff before the session start date and meet all established deadlines;
- To make no substantial changes in content, format, audio/visual needs, room set-up, identity or presenters without prior approval by the SAHRP Learning and Development Manager;
- To design and provide high quality PowerPoint presentations, in electronic format by the deadline given;
- To give the SAHRP permission to post the PowerPoint presentation and speaker contact information on the SAHRP website immediately following the session and,
- To provide references with whom the Professional Development Committee can speak to during the evaluation process.

Important: The SAHRP reserves the right to contact you to ensure that the materials you provide align and support your proposed session(s), including description of learning activities and clear description of target audience.

Evaluation Criteria:

In addition to the criteria outlined in the Speaker Proposal Requirements, proposals will also be scored on the following criteria:

- Topic and content relevance to the HR profession and knowledge areas. Clear demonstration and understanding of issues facing HR industry needs and interests;
- Measurable and achievable learning objectives;
- Purpose of the session/what will the session provide (i.e., new information, knowledge or skills or a unique application of known information);
- Description of the workplace applicability of the topic, including a possible showcase/ case study of innovative practice and,
- Format of the session- lecture style, panel discussions, interactive workshop, web-enables (with interactive speaker located elsewhere), case studies, executive workshop, etc.

SUBMITTING A PROPOSAL

Proposals will be accepted year-round. To be considered for the 2017-2018 professional development calendar year, proposals will be accepted until **4:00 pm SK Time on Friday, March 17, 2017.**

All proposals must be received via the online submission process. Only submissions received in this format through the online tool will be accepted.

<https://www.surveymonkey.com/r/SAHRP-speakerapplication>

The SAHRP will contact you by end of day Friday, May 5, 2017 to advise you of the status of your submission for the 2017-2018 SAHRP Professional Development Learning Calendar and may contact you prior if we have additional questions or require clarification.

ADDITIONAL INFORMATION

Speaker Support:

The SAHRP will:

- Administer online registrations
- Administer class list and sign-in sheet
- Coordinate all logistical requirements including venue booking, audio/visual, room set-up,
- Assist with travel arrangements, if required
- Ensure that the Speaker's learning objectives align with the applicable 9 knowledge areas and offer feedback to Speaker
- Market the session
- Provide Speaker with enrolment numbers
- Distribute and collect evaluation summaries and offer report to the Speaker for the purposes of continuous improvement

Speaker Benefits:

- Exposure to an experienced and influential group of HR and business leaders, speakers have the added benefit to:
 - Build your reputation as a knowledgeable industry resource;
 - Obtain valuable exposure to HR and business decision makers which may lead to recognition and future speaking engagements;
 - Develop new contacts and business relationships.

Speaker Remuneration:

The SAHRP is a non-profit organization operating on a cost recovery budget. We look for speakers who are willing to share their expertise based on an hourly or daily rate.

Prices proposed shall be in **Canadian dollars** and exclude the Goods and Services Tax and the Provincial Sales Tax.

Quality Assurance:

The SAHRP strives to consistently deliver high quality professional development opportunities.

During the contract, the SAHRP will monitor the quality of Services delivered by the Speaker(s) by:

- Conducting participant evaluations for all sessions offered;
- Piloting and auditing of sessions; and
- Reviewing training materials.

Speakers may be assessed by the SAHRP at the conclusion of each session. The Speaker should demonstrate a commitment to improving the quality of service based on feedback from the SAHRP.

Extension, Amendment To Or Cancellation Of RFP:

The SAHRP may extend the RFP Closing Date and Time, or the SAHRP may amend, suspend, postpone or cancel this RFP.

Costs of the proposal:

The Speaker is responsible for all costs of preparing and presenting its Proposal and, if applicable, entering into the Contract.

CONTACT INFORMATION

For more details or if you have any questions, please contact:

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