



Kennebec Valley Human Resources Association

KVHRA is Kennebec Valley's local association for human resource professionals and other professionals concerned with knowing and using the best methods to manage their people and organization effectively.

KVHRA was formed and became affiliated with the Society for Human Resource Management in 2005. SHRM has over 170,000 members worldwide and is the preeminent voice of the human resource community.

By attending meetings and developing relationships with colleagues, members continually enhance their knowledge of HR issues, gain new skills and grow as an HR professional.

Call for Speakers

Thank you for considering the opportunity to speak at an upcoming KVHRA meeting. Meetings are held on the 2nd Wednesday of the month, from 7:30 a.m. – 9:30 a.m. (no meetings in May, July & August). The speaker/presentation portion of the program is from **8:00 a.m. – 9:15 a.m.** The audience consists of Human Resource and Business Professionals from both the small and large business sectors. Topics should be relevant to the HR community in their operational or strategic contributions for their employers. Possible topics include:

- Strategic Management/Leadership Development
- Personnel Law & Policy: Broad, Safety, Employee Relations or Legal/Policy Compliance
- Talent Management: Broad, Recruiting, Engagement and Recognition, Diversity & Inclusion, or Training & Development
- HR Tools & Technology: Broad, Social Media, Soft Skills Development, Software/Product Information
- Personal/Career Development
- Total Rewards: General, Compensation, Benefits, Wellness

To add to the value of the program for our attendees, we will attempt to obtain recertification credits towards PHR, SPHR and GPHR certifications in the HR field, to the *HRCI (*Human Resources Certification Institute*), using the program summary that you provide to us.

Please complete the form below and return to Kathleen Hale, SPHR, Program Chairperson, at kathleen.hale@careandcomfort.com, or via U.S. mail @ KVHRA, P.O. Box 1445, Waterville, ME 04903

SPEAKER INFORMATION:

Name: _____ Company: _____

Company Website Address: _____

Mailing Address: _____

Work Phone: _____ Cell phone: _____

E-mail Address: _____

Program/Topic Title: _____

Please describe your program on the reverse side (or attach description), and inform us how it would benefit HR professionals. Please include 4 or more learning objectives to assist in obtaining HRCI recertification credits. Topics must be presented in **75 minutes**.

PROGRAM DESCRIPTION:

Have you ever presented to KVHRA or another SHRM Chapter? If yes, please provide the date and title of your presentation: _____

Has your presentation been approved for HRCI credit in the past? _____

Are you willing to present as an unpaid volunteer? _____ If not, please state your expectations: _____

Please provide the name, phone number, and email of three references:

- 1. _____
- 2. _____
- 3. _____

Do you need equipment such has a projector, screen, microphone, podium, etc.? Please list:

Meetings alternate in Augusta and Waterville each month to accommodate our members. Check one or both locations where you're able to sponsor: ___ Waterville ___ Augusta

What months would you be available to speak? (2nd Wednesday of each month except for May, July & August):

Speakers may share written hand-outs – please let us know if you need help to copy. Please provide an electronic copy of your slide presentation or PDF if we have your permission to give to attendees and/or post to our website.

Please include a brief bio to be used to create an introduction of you for the program hand-out and at the meeting, and for us to submit to HRCI for possible HR recertification credits for attendees. If permissible to use in promoting the program, please attach an electronic file of your photo.

*HRCI is the leading independent, internationally recognized certifying board for the HR Profession. Visit www.hrci.org. Visit KVHRA @: <http://kvhra.shrm.org>.

