

SPEAKER PROPOSAL GUIDELINES

WHO ARE WE

The Chartered Professionals in Human Resources (CPHR) Saskatchewan is the premiere professional association for human resource professionals. The association is the granting body of the Chartered Professional in Human Resources (CPHR) designation within the Province of Saskatchewan. CPHR Saskatchewan works to foster public confidence in the HR profession by acting in the public interest and promoting professional excellence.

As a member of the Chartered Professionals in Human Resources of Canada (CPHR Canada), CPHR Saskatchewan is linked to over 21,000 CPHRs and 41,000 professionals collectively across Canada. CPHR Saskatchewan represents over 1,200 human resource practitioners from all industries and geographical areas of Saskatchewan.

CPHR Saskatchewan invites HR professionals, industry experts, authors, researchers, and learning and development practitioners to share innovative, relevant and practical knowledge with the HR community in Saskatchewan.

Membership and event audiences are diverse and range from junior level (0-5 years' experience); mid-level (6-15 years' experience); senior (16 to over 20 years' experience). Members are seeking professional development in all 9 HR Knowledge Areas (see below) and, more specifically, are looking for practical tools and interactive experiences they can apply in their workplaces.

**CPHR Saskatchewan requests that speakers donate their time and expertise. While CPHR Saskatchewan does not pay honoraria, the association does pay eligible, pre-approved speaker expenses for confirmed speaking engagements.*

**CPHR Saskatchewan has a strict policy that speakers not actively sell their products or services during learning events. Knowledgeable speakers who provide the audience with useable and relevant information will easily pique interest and be asked for further resources from event attendees.*

SPEAKER BENEFITS

CPHR Saskatchewan provides speakers with the opportunity to:

- Build your speaking and professional portfolio and reputation;
- Access a platform for exposure to a wide group of HR practitioners;
- Submit articles for consideration to HR Saskatchewan magazine;
- Receive CPHR Continuing Professional Development (CPD) hours;
- Receive constructive feedback on your presentation content through a post-event evaluation process;
- Network with others in the HR community and develop new contacts and business relationships;
- Engage in a collaborative learning experience in which both speakers and participants benefit.

CONTENT THAT WORKS

Professional development focuses on skill and knowledge building that helps grow the capabilities and impact of HR practitioners in Saskatchewan. Content must be related to the 9 functional areas of human resources as outlined in the CPHR Competency Framework:

- 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 information and definitions related to the 9 HR Knowledge Areas, visit the CPHR Canada Website <https://cphr.ca/your-career/competency-framework/>

Proposed content also:

- Addresses a hot topic, current challenge or trend in human resources
- Emphasizes the application of strategies and use of tools (i.e.: more tips and practical applications than theory)
- Uses case studies and real-world examples to illustrate how theory is applied
- Includes adult learning principles to engage the audience in discussion in addition and Q&A's
- Considers the current state of the economy and of the labour market in Canada

ANNUAL CONFERENCE

Conference breakout sessions will each be **75 minutes and each speaker will be required to present two times on the same day**. In recognition that our members are at different phases in their careers, we want to offer presentations that are intermediate, senior, executive and strategic in nature.

Preferred presentation styles:

- Interactive with Q&A
- Best practices
- Panel discussions
- Case studies
- Ask the expert session

PROFESSIONAL DEVELOPMENT EVENTS

In addition to the Annual Conference, CPHR Saskatchewan may, on occasion, facilitate professional development for Saskatchewan's HR community by hosting quality professional development events. These learning opportunities are available province wide, to all members of CPHR Saskatchewan.

Professional development events in the yearly Learning Calendar may be hosted in various locations in Saskatchewan depending on membership size in a particular geographic location. These sessions typically consist of twenty to one hundred (20-100) participants, depending on delivery method and location.

The types of delivery methods for professional development events in the yearly Learning Calendar include, but are not limited to, the following:

- One hour lunch and learns
- Half-day workshop
- Full-day workshop

SPEAKER QUALIFICATIONS AND EXPERIENCE

In the Speaker Proposal must be completed in its entirety and 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;
- descriptions of speaker expertise for each proposed functional knowledge area, demonstrated by academic qualifications, certification, experience and/or research;
- references for at least two (2) projects undertaken by the speaker(s) that are similar in scope and complexity as described in the Speaker Proposal. References should include the name of the client organization, official contact person for the client organization including street address, email address and telephone number. CPHR Saskatchewan may contact these or other references without prior notice to the Submitter. Those who, in the opinion of CPHR Saskatchewan, receive unsatisfactory references may have their Proposal rejected.

SPEAKER EXPECTATIONS / SELECTION PROCESS

Speaker Expectations:

- To recognize that a Conference or professional development presentation is an opportunity to share information 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 Conference and as such will not request a change to the session time frame assigned, if selected;
- To acknowledge that your submission will remain “active” for a two-year period as of the Speaker Proposal submission date.
- To provide references with whom CPHR Saskatchewan can speak to during the evaluation of Speaker Proposals;
- To work closely with CPHR Saskatchewan before the Conference or professional development date and meet all established deadlines;
- To make no substantial changes in content, format, audio/visual needs, room set-up, identity or number of presenters without prior approval by CPHR Saskatchewan;
- To agree to a pre-event call with the Learning & Member Relations Manager to ensure the final presentation directly aligns to the original Speaker Proposal submitted;
- To design and provide high quality presentations, in electronic format, by the deadline provided upon confirmation of a speaking engagement;
- To give CPHR Saskatchewan permission to post the presentation and speaker contact information on the Conference website or website Learning Calendar immediately following the Conference or professional development event.

Important: CPHR Saskatchewan reserves the right to contact you to ensure the materials you provide align and support your proposed presentation, including description of learning activities and learning objectives. CPHR Saskatchewan reserves the right to review all presentation materials, including session handouts, prior to the presentation date.

In addition to the criteria outlined in the Speaker Proposal, proposals will be scored by CPHR Saskatchewan’s Professional Development Committee on the following criteria:

- All information requested in the Speaker Proposal is completed in full;
- Strength of speaker credentials and reputation in the area of expertise;
- Ratings of past sessions by speaker in the proposed topic area;

- Topic and content relevance to the HR profession and competencies. Clear demonstration of understanding of issues facing Canadian 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;
- Application of adult learning principles (interactive, respectful, opportunity for learners to share experiences; incorporate of various learning styles); and
- Format of the session - panel discussions, interactive workshop, web-enables (with interactive speaker located elsewhere), case studies, executive workshop, lecture, etc. Event attendees have a strong preference for case studies, panel discussions and best practice sessions.

SUBMITTING A SPEAKER PROPOSAL

A proposal **MUST BE COMPLETED IN ITS ENTIRETY** and submitted online. Partially completed proposals will not be considered in the review process. Proposal information submitted by email will not be considered.

Proposals are reviewed regularly. **NOTE:** Submissions for Conference speakers will be reviewed each year in May.

Proposals are considered active for two years from the date of original submission.

Proposals from Accredited Partners will be given preference. To become an Accredited Partner – [click here](#).

Only selected Speaker Proposals will be contacted for scheduling. CPHR Saskatchewan may contact you with questions or for additional information, if required.

Thank you for submitting a Speaker Proposal!