

BGSHRM  
Speaker Proposal Packet  
2021





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Thank you for your interest in being a presenter to BGSHRM. As a not-for-profit professional association, BGSHRM offers members the opportunity to become leaders in their profession, leaders in their organization and in their community. One of the ways we achieve this goal is by offering quality professional development at our monthly Chapter Meetings. This packet contains information to assist you in determining whether the service that you offer meets this goal. Enclosed you will find:

- ✓ Information on BGSHRM
- ✓ Types of presentations accepted
- ✓ Meeting logistics
- ✓ Speaker logistics
- ✓ Required form(s) and additional information on our presentation certification requirements

Join us as we work to support the professional development of local professionals and the future of HR!

If you have any questions about becoming a speaker at an upcoming BGSHRM monthly Chapter Meeting, please do not hesitate to contact me at (859) 361-9206.

Sincerely,

*Leah Brown*

Leah Brown, Programs Director

[prodevelop@bgshrm.org](mailto:prodevelop@bgshrm.org)

(859) 361-9206

## ABOUT BGSHRM

The Bluegrass Chapter of the Society for Human Resource Management (BGSHRM) is a not-for-profit, 501©3 organization dedicated to the development and improvement of our members, high standards of performance for our members and greater recognition of the professional status of Human Resource Management. Accomplishment of these goals and objectives are encouraged through participation of members in Chapter activities, trading of ideas, mutual assistance and dissemination of information regarding the chapter, its individual members and the profession. ([www.bgshrm.org](http://www.bgshrm.org))

BGSHRM is proud to be involved in advancing and serving the human resource profession, by continuing to encourage membership, professional development, and certification to its membership base consisting of over **250 human resources professionals and business partners** located throughout central Kentucky.

Each month, Chapter Meetings are held to help BGSHRM members keep up with the rapidly changing HR and workplace environment. Attending programs and meetings provides the HR professional with the opportunity to:

- Network with peers
- Enhance their professional skills
- Gain insight into the latest HR issues and trends
- Discover the newest developments in HR products and services
- Search out new sources and suppliers
- Share strategies for better managing HR challenges

## PROFESSIONAL DEVELOPMENT

We provide our membership with topics that will allow us to advance the human resource profession and the capabilities of all human resource professionals to ensure that HR is an essential and effective partner in developing and executing organizational strategy. The following are some guidelines to consider when submitting a proposal to BGSHRM.

### HR Credit Sessions

- Sessions must relate directly to the HR Certification Institute (HRCI) Exam Content Outline and SHRM Body of Knowledge and be eligible for HRCI and SHRM Professional Development Credits.
- We offer both 1 hour and 2 hour sessions.
- Speakers can also sponsor a Chapter Meeting, but the presentation should be separate from the sponsorship.

## Suggested Topics

Human Capital Asset Management	Diversity	Recruiting Strategies and Retention
HR Competencies	Changing Labor Pool Demographics	Recruiting for the Workforce of the Future
Metrics and Measurement of HR	Employer of Choice	Recruiting Fundamentals
HR's Value-Added/Return on Investment	Employment Branding	Selection Interviewing
Strategic Management Issues	Negligent Hiring	Resume Fraud and/or Fraudulent Misrepresentation
Outsourcing Basics	Conflict Resolution & Negotiation Skills for HR	Employee Handbooks
Outsourcing Strategy	Sexual Harassment	Workplace Management Issues
Re-engineering HR for Competitive Advantage	FLSA Compliance/Wage & Hour Issues	Productivity/Workflow Issues
Ethical Issues in HR	FMLA Compliance	Performance Management
Emerging Leadership Theory & Application	ADA Compliance	Career Development for Employees
HR as a Business Partner	EEOC Compliance	Organizational Development
HR as an Internal Consultant	Other Regulatory Compliance Issues	Succession Planning
Global HR Strategy	Civil Rights Compliance	Strategies for Employing Older Workers
Best Practices in HR	Effect of Supreme Court Laws on the Workplace	Mentoring
Emerging issues in HR	Privacy Issues	Life Balance Issues
Emerging Management Practices	Alternative Dispute Resolution	Family-Friendly Initiatives
Business Literacy	Employee/Labor Relations	Flexible Work Policies & Practices
Project Management	Workers' Compensation	Managing a Virtual Workforce
Change Management	Avoiding Personal Liability	Measuring Team Performance
Financial Management	Health/Safety/Security/Violence	Workforce Reductions
Technology & HR	Employment Best Practices	Wrongful Termination/Discharge
Emerging Issues in Technology	Employee Relations	Controlling Health Care Costs
The Future of the HR Profession	Managing Sensitive Employee Relations Issues	Total Compensation
Leadership Issues		Compensation Philosophy & Pay Policies
Communication Strategies		

## PRESENTATION INFORMATION

We strive to offer a balanced program of educational sessions by selecting proposals that best fit BGSHRM's mission.

### Practical Application

Sessions conducted by practitioners that include practical, immediately applicable work tools will be given preference. We seek presentations that will provide attendees with information that will improve their effectiveness on the job. In addition, all sessions must directly relate to the HR Certification Institute recertification program and the SHRM Competency Model. It is our intention that all Chapter Meetings receive recertification credits.

### Proven Speaking Ability

We seek experienced presenters with proven speaking ability. Those with a track record of speaking and performing well in front of 100+ people will be given preference.

### Proof of Performance

Applicants who submit videos, previous evaluations, and/or letters of recommendation from previous audience participants will receive preference in the program selection process, as will applicants who have received positive evaluations from another SHRM Chapter or the national organization. Please note that copies of proofs of performance will not be returned. Marketing brochures, books, and articles **do not** qualify as proof of performance.

- **Videos:** multimedia (in electronic format) of you presenting a past session. Promotional videos about the speaker's organization or highlighting products and services are **not** acceptable
- **Evaluations:** evaluations that show your quality ratings and scores from previous speaking engagements. Please include the number of attendees present and define the rating scale.
- **Letters of Recommendation:** Letters from the organizer of your previous sessions or from the SHRM chapter to whom you have spoken will be accepted. Please ensure current contact information is included with the letter of recommendation.

## CHAPTER MEETING LOGISTICS

Our Chapter Meetings are typically held the second Tuesday of the month. Meetings are typically held as a lunch. Please plan to arrive by 11:00 a.m., so that you have plenty of time to eat lunch and distribute any handouts, etc. before your noon talk begins.

The buffet line opens promptly at 11:15 a.m., and the business meeting is from 11:40 a.m. until about 11:55 a.m.

You are scheduled to speak from about 11:55 am until 12:55 pm. That will allow a few minutes to close the meeting and end promptly at 1:00 p.m.

A sample Lunch Meeting agenda is below:

11:15 AM – 12:00 PM	Registration/Networking/Buffer Opens
11:40 AM – 11:55 AM	Announcements and Business Meeting
11:55 AM – 12:55 PM	Speaker Presentation
12:55 PM	Meeting Conclusion

### Professional Development Sessions

Professional Development Sessions are typically held in a lunch meeting format with a **2 hour** time frame for the Speaker Presentation (11:55-1:55) and lunch from 11:15-11:55.

All meetings include food and beverage for the attendees, a non-profit spotlight and a sponsor that includes microphone time.

## Virtual Chapter Meeting

In the event that we are unable to have a standard in-person lunch meeting format, we may hold a live virtual meeting. BGSHRM uses GoToMeeting Business for our virtual meetings.

In order for BGSHRM to host a virtual meeting, we are required to record and monitor attendee participation in order to receive applicable HRCI and SHRM credit. The event will be recorded and downloaded after the session and made available on our member's only portal of our website.

Speakers are encouraged to test their microphone, speakers and web-cam prior to the meeting and make sure that they will not have background noise during the meeting.

You are scheduled to speak from about 11:55 a.m. until 12:55 p.m. That will allow a few minutes to close the meeting and end promptly at 1:00 p.m.

A sample Virtual Meeting agenda is below:

11:30 AM	Meeting will be opened on GoToMeeting
11:40 AM – 11:55 AM	Announcements and Business Meeting
11:55 AM – 12:55 PM	Speaker Presentation
1:00 PM	Meeting Conclusion

Virtual Meetings may also be held as Professional Development sessions and will have a **2 hour** time frame. Meeting times may vary for these programs.

## SPEAKER LOGISTICS

Interested speakers should complete the attached form and provide the following for consideration as a Speaker with BGSHRM.

- **Speaker Information Form:** This form will be used to obtain basic information about your presentation. Additionally, information provided on this form will determine if the program is eligible for SHRM or HR Certification Institute recertification credits. If your presentation has previously been certified by the HRCI and/or SHRM, please indicate that on your proposal as we give preference to HRCI and SHRM credited presentations.
- **Speaker's Biography:** This will be used for promotional material and to introduce the speaker at the Chapter Meeting.
- **Social Media Contact Information:** Please provide for promotional material and for additional, follow-up contact after the Chapter Meeting.
- **One 300dpi, high-resolution image of the Speaker:** This will be used for promotional material and social media (email blasts and website promotions).

Once the required forms and materials are submitted, the Speaker will be notified if they have been chosen as a speaker. Each request will be individually considered, based on topic/content, booking date availability and budget considerations. Please note that BGSHRM cannot guarantee that all requests will be honored.

**Speaker Confirmation Letter:** Once all of the above items have been received along with the designated booking date, a letter will be sent to you to confirm Chapter Meeting details. The Speaker's signature will be required.

## SPEAKER REIMBURSEMENT GUIDELINES

- BGSHRM will provide audio-visual needs which include laptop/electronic projection equipment, podium and microphone.
- We understand that Speakers' presentations are copyrighted. However, we request that you make any slide presentations and handouts available to BGSHRM electronically for our members on our website, if permitted.

- BGSHRM seeks Speakers who are willing to share their expertise **without** the expectation of payment in the spirit of networking and enhancing the HR profession, a purpose in which the Society was founded. If you charge a fee/honorarium for speaking engagements, please ensure to include the amount on the Speaker Information Form in addition to estimated travel reimbursement.

## **SPEAKER EXPECTATIONS**

### **We expect speakers to:**

- Meet all deadlines;
- Present a session that is **60 minutes** in length (or 2 hours for a Professional Development session);
- Arrive at the meeting site at least 60 minutes prior to the scheduled start of your session (in-person), 15 minutes prior for virtual meetings;
- Not add a co-presenter or change the identity or number of presenters without permission;
- Print handouts that you would like to provide attendees to be used in the session (in-person meetings only), and provide BGSHRM with electronic copies for members' use;
- Provide BGSHRM with an electronic copy of the presentation by the date and in the format requested for inclusion on our website. This will be made available to the attendees;
- Respect the BGSHRM Chapter Meeting as the sponsoring organization with either positive or neutral comments from the platform. **No direct selling should be done during your presentation.**

### **In return, BGSHRM will:**

- Provide a complimentary registration for the Chapter Meeting which includes a meal (in-person meetings only);
- Grant you valuable exposure;
- Provide you with your evaluation scores after the Chapter Meeting.