

IPMA-HR

Competencies for HR Success

Training Program

A Planning Guide  
for  
Sponsoring Chapters, Regions, and Trainers

Sponsoring the IPMA-HR Competencies for HR Success Training Program requires a significant amount of pre-planning and coordination on the part of the sponsoring IPMA-HR Chapter or Region. The purpose of this guide is to assist those organizing and delivering the training to ensure all necessary steps are completed and the program is a success!

This Guide was developed by Linda Kegerreis, Fred Weiner and the Western Region IPMA-HR (September 2005).

## SPONSORING CHAPTER / REGION STEPS

- Decide to sponsor training.
- Identify and assign a Coordinating Sub-Committee or individual.
- Determine who is your target group of participants. Participants in different positions and from different agencies, assists in learning process. This training also is a transformational process when provided to staff from the same agency.
- Select Trainers
  - Ask for volunteers within your chapter or region who are qualified and certified by IPMA-HR to be a Trainer for this program.
  - Contact your Region or IPMA-HR for suggestions of certified trainers.
  - Try and select two diverse trainers (different types of organizations/different levels in their organizations or background).
- Select tentative dates for the four (4) days of training
  - First, determine the trainers' availability.
  - It works well for first two days to be consecutive; followed by the third and fourth consecutive days a week or so later. Other schedules can work too.
  - Identify a site that matches identified dates and attendees' location.
- Find a site
  - Something central to target audience.
  - Preferably a free facility at a member agency.
  - Plenty of parking; preferably free.
  - Training facility provides or supports technology e.g. laptop computer, LCD projector and video equipment.
  - Large enough for horseshoe shaped table configuration; with space to breakout into small groups; flip charts for 4-5 breakout groups; flexible seating.
  - Comfortable setting is important for this 4-day training program.
  - Accessible restrooms.
- Plan meals/snacks/drinks
  - Recommend continental breakfast, light lunch (e.g. sandwiches, salads), snacks (such as cookies or small chocolate bars). Participants like bottled water.
  - Arrange to have caterer, training facility or Coordinating Sub-Committee provide meals/drinks, etc.
  - Determine how food will be paid for (i.e. by credit card on each day/bill to chapter/other).
- Determine registration cost based on:
  - Cost of IPMA-HR Trainer Manuals.
  - Any training tapes/videos your chapter must buy, rent or borrow.
  - Estimated cost of meals, training room and any needed incidentals.
  - Set fee to cover your costs at a minimum.
  - Consider a registration discount for early registration and/or for member vs. non-member.

- Prepare and distribute flyers to announce the training.
  - Preferably three months in advance, distribute flyers (e-mail notice, newsletter, handout at meetings, etc.)
  - Make announcements at IPMA-HR chapter and region meetings. Include on applicable Web pages.
  - Send notices to other surrounding chapters and share notices with other local HR professional associations.
  - Send notices to surrounding public sector agency HR departments.
  - If applicable, indicate a registration discount for early registration and/or for member versus non-member.
  
- Accept registration forms and payments.
  - Set up separate account to accept checks as applicable.
  - Deposit checks.
  - Confirm registration in writing to participants.
  - Answer questions of registrants.
  - Provide map/directions as applicable.
  
- Confirm with caterer or food supplier the number of meals/snacks needed, based on number of registrations received.
  
- At least 3-4 weeks in advance, notify IPMA-HR of the number of attendees and order the Trainer Manuals, assessment tools, test booklets and answer sheets for the number of attendees.
  - Based on the timing, you may need to order the IPMA-HR Trainer materials before you have received all registrations; in that case estimate high. Unused training materials must be returned to IPMA-HR.
  - When you receive IPMA-HR materials, check all contents to make sure everything is there, and you received the correct number of materials for your training.
  
- Make sure that the trainers have all materials they will need, such as power point presentation, videos, projectors, easels, easel pads, pens, pencils, markers, tape, etc. (or secure these for trainer if necessary). Develop a checklist with the trainers of needed equipment and supplies (example attached).
  
- Take a group photo of trainers and participants (preferably digital) for Chapter, Region, IPMA-HR Newsletter(s).
  
- At least a couple of days before the first class, confirm attendance in writing/email for all attendees; include a map/directions to the training facility. Once confirmed, send a copy of the list of registrants to your trainers prior to the first day of training.
  
- Coordinate with trainers on equipment, meals, schedule, etc. Determine who is going to deliver the training materials, equipment and supplies to the trainer ahead of the scheduled training; (preference is that a chapter/region representative meet the trainers prior to the training for the room set-up, provide training materials, verify meal arrangements, do sign-in sheets, evaluation forms, etc.).

- Prepare/hand out at the first session a Roster of Participants and trainers (Name, title, agency, address, telephone number and e-mail address) and ask attendees to review/update for accuracy. Promote keeping in touch/networking.
- Check back with trainers at the end of each day to see how the training went and if there are supplies, equipment or other items that need attention.
- 4<sup>th</sup> Day (after lunch)  
Present Certificates to participants.
- Send a letter to the HR Director commending them on investing in their staff to participate in this program; encourage other staff or their whole department to attend in the future to facilitate this transformational process.
- After completion of the four-day training, send a thank you note to your trainers and possibly a small gift certificate.
- Complete close out accounting and paperwork.
  - Pay outstanding bills for food, drinks, materials, supplies, etc.
  - Pay IPMA-HR invoice for all materials as may be applicable.
  - Reconcile all receipts to expenses.
  - Finalize profit/loss summary.
- Prepare a summary for your Chapter / Region
  - Attendance
  - Evaluation results of the training effort.
  - Financial report
- Reinforce/get credit for this professional development program – Chapter, Region, and/or IPMA-HR newsletters.
- At Chapter, Region event, invite Competency Training participants and their boss and recognize them.

## TRAINER TASKS

- Make sure two (2) IPMA-HR certified trainers present the material.
- Have several meetings with your co-trainer to coordinate your presentation.
- Review the training materials individually and then together. This will require several long meetings, especially if you haven't trained together before.
- Go over the PowerPoint presentation and make changes to colors, order, etc. that you believe are appropriate based on your training plan.
- Get a copy of the Trainer manual and material your group will use and review in advance.
- Review the schedule and materials, and anticipate flow of the material.
- Decide who will present what sections, exercises or materials.
- Make adjustments as necessary to make the training (i.e. facilitation of the material) work for you.
- Prepare a daily schedule and lay out your time frames for the program.
- Print out the slides and numbers so you will have a reference point as you go through the day.
- Highlight the exercises on your schedule and put flags in your book to highlight where/when you will be doing an exercise.
- Have participants complete a daily training evaluation form so you know what is working and what adjustments you need to make as a trainer. (IPMA-HR also provides an evaluation for the end of the 4 day session, but the daily evaluations are helpful for gearing how effective the material and trainer methods are working, so adjustments can be made as necessary.)
- Communicate with your training partner frequently in advance of your training so you are both clear on your roles and responsibilities.
- Read the IPMA-HR provided "Facilitator Tips and Techniques." This is very helpful.
- Make sure you have all videos, easels, easel pads, markers, pens, pencils, etc. that you need to do the training. Contact your chapter/region Competencies Training Coordinator to make sure you have all necessary equipment and supplies and clarify who is going to be responsible for obtaining and delivering those materials.
- Contact your chapter/region Competencies Training Coordinator to ensure that all Training materials have been ordered from IPMA-HR. When books come in check all materials and the quantity to make sure you have everything you need.
- Confirm the location and directions to the training facility. If possible, visit the training room in advance and confirm the layout you want.

- Obtain in advance, if possible, a list of the registrants for your training session so you have an idea of the makeup of your class.
- Bring candy for rewards or “quick picker-upper”.
- Be prepared to answer questions about certification: Bring copies of the IPMA-HR certification guidelines with you and hand out; talk about and answer questions about the relationship of the test to the certification process. See IPMA-HR website for information: [ipma-hr.org](http://ipma-hr.org).
- Communicate with your Competencies Training Coordinator as necessary to coordinate additional details as applicable.
- Follow-up with attendees to encourage them to keep in touch with each other, network and share information.

### Equipment/Supplies

- 2 Easels
- 2 Flip Charts
- Laptop computer
- LCD Projector
- TV Monitor/DVD Player
- Extension cords
- Butcher paper for Mind Map
- Masking Tape
- Scissors
- Markers (Multi-colors)
- Tent (name) cards
- Pencils
- Certificates (completion of training)
- Other: \_\_\_\_\_

### Handouts

- Class Roster
- Sign-in Sheet
- Reflection Form (What is one thing I learned today and will use at work?)
- Daily Evaluation
- Other: \_\_\_\_\_

### DVD

- Joel Barker – “The Business of Paradigms”