

Interest Checklist

*Thank your interest in bringing the course to your group.
Please consider the following items as you plan your training.*

1. **What dates are you considering?** _____
This course is 1 ½ day training.
2. **Do you have a location for the training?** _____
You will need to provide the following audio visual equipment: LCD projector, screen, flip chart with markers.
3. **How many people do you expect for the training?** _____
Training materials are \$400 for IPMA-HR members and \$500 for non-members. The course materials include the following: course manual, supplemental materials, course evaluations.
4. **Do you know a trainer in your area or do you have a trainer in mind?** _____
IPMA-HR will make every effort to assist with securing a trainer from your area to reduce travel expenses.
5. **Do you have funds for the training?** _____
The sponsoring organization is responsible for any trainer fees and/or expenses (airfare, hotel, meals, etc.). IPMA-HR may be willing to work with your organization to cover the trainer fees and/or expenses if your organization will open the training to IPMA-HR members in your area. *Please note that certain restrictions apply.*
6. **Will you provide food and beverage?** _____
The sponsoring agency is not required to provide food service; however, coffee service is typically appreciated by the participants. There are a couple of options regarding lunch.
Option 1 - Have lunch delivered and paid individually by the participants or by a sponsor. For participants unfamiliar with the area it often takes too long and it may delay the afternoon session.
Option 2 - Provide a list of lunch options with directions for participants.
7. **Evaluations will be shipped directly to the sponsoring agency** (unless otherwise specified). Please distribute and collect course evaluations at the end of the course. Please return the evaluations to IPMA-HR.

Are you ready to proceed with the training? Please fax in the order form on the following page.

Questions? Contact Jessica Allen at (703) 549-7100 or jallen@ipma-hr.org.



ORDER FORM
IPMA-HR Managing Employee Performance
as an HR Business Partner

Sponsoring Organization: _____

Sponsoring Organization Contact: _____
(Contact for questions regarding this order)

Session Dates: _____

Instructor A: _____ Agency: _____

Instructor B: _____ Agency: _____

SHIP TO:

Name: _____ Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ Email: _____

BILL TO:

Name: _____ Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ Email: _____

MANUAL ORDER:

Quantity Manuals Ordered: _____ x \$ _____ (fee per manual) = \$ _____ total

Requested Delivery Date: _____

Please be sure to fill out this order form and return it to IPMA-HR, so that we can process your order correctly.
*Note: Agencies submitting orders with less than 2 weeks notice, will require rush shipment (overnight or second day shipping). Rush shipping charges will be added to your invoice.

Check Enclosed (made payable to IPMA-HR)

Please Bill

Credit Card # _____ Exp. Date: _____

Card Holder: _____ Amount: _____

Questions? Contact Jessica Allen at (703) 549-7100 or jallen@ipma-hr.org

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