

IPMA-HR Developing Competencies for HR Success Checklist

*Thank your interest in bringing IPMA-HR's Developing Competencies for HR Success to your group.
Please consider the following items as you plan your training.*

- 1. What dates are you considering?** _____
The training consists of 4 full days; you may hold the course over 4 consecutive days or divide the course into two 2-day training sessions.
- 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 \$275 for IPMA-HR members and \$375 for non-members.
- 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.).
Most IPMA-HR trainers will lead the training for reimbursement of expenses only.
- 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 to find a place for lunch and it may delay the afternoon session.
Option 2- Provide a list of lunch options with directions for participants.
- 7. Examinations and evaluations will be shipped directly to the sponsoring agency** (unless otherwise specified). Please distribute and collect course evaluations and examinations at the end of the course. Please return the evaluations and examinations to IPMA-HR.
- 8. Students will be contacted via mail directly regarding their examination scores.** Participants that receive a passing score will receive a certificate indicating their passing score.

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



ORDER FORM
IPMA-HR Developing Competencies for HR Success

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)

Credit Card # _____ Exp. Date: _____

Card Holder: _____ Amount: _____

Questions? Contact Heather Corbin at (703) 549-7100 or hcorbin@ipma-hr.org

1617 Duke Street, Alexandria, VA 22314 • (703) 549-7100 • (703) 684-0948 fax