



IPMA-HR Developing Competencies for HR Success Checklist

Thank you for 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.
 - 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.
 - 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 e-mail or fax in the order form.

Questions?

Please contact Heather Corbin, IPMA-HR Professional Development & Research Coordinator at 703-549-7100 or via email at hcorbin@ipma-hr.org.