

# 2018 Human Resources Conference

## Request for Proposal



**Tuesday, April 3, 2018**

8 a.m. - 3:30 p.m. at The Florian Gardens, 2340 Lorch Ave.

**Deadline: Friday, December 8, 2017**

### Introduction:

The Chamber and Chippewa Valley Society for Human Resource Management will be hosting its annual HR Conference on April 3 and is seeking proposals from individuals who would be willing to volunteer to present a keynote or one-hour session on an aspect of human resources. We are looking for topics on a variety of subjects but especially on:

- Benefits & Wellness
- Change/Conflict Management
- Coaching/Rapport Building
- Diversity
- Documents & Record Retention
- Employee Engagement
- Flexible Workplace
- FMLA & ADA Updates
- Interactions w/HR & Management
- Labor Relations
- Legal Issues
- Recruiting/Interviewing
- Retention/Engagment
- Safety/Workplace Violence
- Succession Planning
- Team Building
- Training & Development
- Workers Comp

If interested in presenting, please complete this form and return to Becky Seelen at [seelen@eauclairechamber.org](mailto:seelen@eauclairechamber.org) or fax to 715-834-1956 by **Friday, December 8, 2017**. All presenters will be asked to submit their handouts for the session 10 days in advance. All handouts will be electronically distributed to attendees.

Name: \_\_\_\_\_

Business: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

We are considering offering a variety of seminar styles. Please indicate what you are willing to present.

Do you prefer (check one or both):  60-minute session  90-minute session  Be part of a panel discussion

1. Have you given this presentation in the past? If yes, when and to whom?

2. Requirements: To help presenters, we would like the audience of each session be at a similar level.

Target Audience (check one):  Beginner  Intermediate  Advanced

List any pre-requirements for attendees.

3. Based on the following competencies, which area would your content fall into:

- Leadership (leadership, navigation, ethics)
- Business (business acumen, critical evaluation, consultation)
- Interpersonal (communication, global and cultural effectiveness, relationship management)
- I don't know.

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4. Title of Session:

5. Description of proposed session including three key take-aways:

6. Bio of Presenter: Please describe your experience in this area of human resources and include any information you would like included in marketing materials.

7. AV Needs: Please list any audio visual needs for this seminar (please note that a PC (not Mac) computer and LCD projector will be available. If you have a Mac computer, please bring your own connectors.)