

New “Developing Competencies for HR Success” Program

“Train the Trainer” for Current and New Trainers

IPMA-HR Western Region and SCPMA-HR is pleased to announce an updated “Train the Trainer” session for all current and new trainers for the “Developing Competencies for HR Success” program.

When: Thursday, June 3rd - 9:00 a.m. to 12:30 p.m.
(required for current trainers and optional for new trainers)

Thursday, June 3rd - 1:00 p.m. to 5:00 p.m.
(required for new trainers)

and

Friday, June 4th - 9:00 a.m. to 5:00 p.m.
(required for new trainers)

Location: City of Irwindale Community Center
16116 Arrow Hwy
Irwindale, CA 91706

- The first half of day one will serve as a review session for all current trainers to focus on the new updated materials and highlight all the changes.
- The remainder of day one and day two will be geared towards all individuals interested in becoming new trainers.
- Current trainers will only be required to attend the first part of day one.
- All new trainers will be required to attend the afternoon on the first day and all day on the second day. Attendance during the morning of the first day is optional.
- All new trainers will be required to submit an IPMA-HR Instructor Application and an IPMA-HR Trainer Agreement. The application and agreement must be submitted with your registration form.

To register please send completed registration form to Sharmeen Bhojani at sbhojani@ci.irwindale.ca.us or Neil Comelo at ncomelo@beverlyhills.org no later than Tuesday, May 25th. SCPMA-HR and IPMA-HR Western Region have waived the registration fee for Chapter and IPMA-HR members in the Western Region to attend the program.

Travel, accommodation, and incidental expenses are the responsibility of the attendees or their chapters. Details on travel and accommodations are as follows:

The City of Irwindale is conveniently located by the 210 and 605 freeways with equal access to LAX and Ontario airport. Below are some hotel choices in the neighboring cities. Several more hotels are also located in the cities of Arcadia and Monrovia.

Radisson Suites Hotel Covina
1211 East Garvey Street
Covina, CA 91724
(626) 915-3441

Hampton Inn West Covina
3145 E. Garvey Ave. N.
West Covina, CA 91791
(626) 967-5800

Courtyard Baldwin Park
14635 Baldwin Park Town Center
Baldwin Park, CA 91706
(626) 962-6000

“Train the Trainer” Program Registration Form

To register please send completed registration form to Sharmeen Bhojani at sbhojani@ci.irwindale.ca.us or Neil Comelo at ncomelo@beverlyhills.org no later than Tuesday, May 25th.

Name _____

Agency _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail _____

IPMA-HR Membership Number _____

Chapter Affiliation _____

I would like to register for the following:

_____ Morning Session on Thursday, June 3rd - 9:00 a.m. to 12:30 p.m.
(required for current trainers and optional for new trainers)

_____ Afternoon Session on Thursday, June 3rd - 1:00 p.m. to 5:00 p.m.
(required for all new trainers)

_____ All Day Session on Friday, June 4th - 9:00 a.m. to 5:00 p.m.
(required for all new trainers)

A continental breakfast and lunch will be provided to all participants on both days.

Cost: SCPMA-HR and IPMA-HR Western Region have waived the registration fee for Chapter and IPMA-HR members in the Western Region to attend the above program. Any transportation, hotel, and other costs shall be the responsibility of each participant and/or their respective Chapter.

Note: All current trainers are requested to bring the new Trainer’s notebook that IPMA-HR mailed to you in 2009. New trainers will receive training materials on the day of the program.

IPMA-HR Developing Competencies for HR Success:

Application for “Train the Trainer” Program

IPMA-HR’s “Train the Trainer” Program was developed to allow organizations to maximize their ability to train HR professionals in the IPMA-HR Competency Model by giving them the tools to conduct the training program **“Developing Competencies for HR Success”** at their own facilities, with their own instructors, at their own convenience.

Individuals selected by their organization to participate in the “Train the Trainer” program will be qualified to instruct the entire **“Developing Competencies for HR Success”** training course at the conclusion of the “Train the Trainer” program, which includes:

- a program of self-study directed by individuals involved in the development and design of **“Developing Competencies for HR Success”**;
- a review of mixed-media instructional materials prior to the “Train the Trainer” program; and
- a required one-day workshop which provides training in the Overview component of the program and an interactive session with course developers.

Participants in the “Train the Trainer” program must have completed the 40-hour course “Developing Competencies for HR Success” prior to participating in the “Train the Trainer” workshop.

Following are the qualifications for participants in the “Train the Trainer” program:

Recommended:

- 5+ years of progressively responsible HR experience with 3 years of supervisory or leadership experience
- 5 years of hands-on, varied HR training experience in an adult-learning environment

Required:

- individual IPMA-HR membership or status as an employee of an IPMA-HR Agency member

Each applicant must complete an Instructor Application and Trainer Agreement to participate in the “Train the Trainer” Program.

IPMA-HR Instructor Application

IPMA-HR membership number _____

Name _____

Agency _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail _____

Years of HR experience _____ Years of supervisory HR experience _____

Years of training experience _____

On a separate sheet, please provide us with a narrative outlining your training experience, including topics in which you are qualified to instruct, and audiences for whom you have served as a trainer.

Please indicate the date and location of your "Train the Trainer" course below:

Date: _____

Location: _____

Instructors: _____

IPMA-HR Trainer Agreement

I. Purpose of the Agreement

This agreement sets forth the terms and conditions that must be met by all individuals seeking authorization to serve as instructors in “**IPMA-HR’s Developing Competencies for HR Success**”, also known as the IPMA-HR Human Resource Competency Model Training Program.

II. Terms and Conditions

The individual who signs this agreement accepts responsibility for complying with the following terms and conditions:

1. The individual meets the minimum required qualifications as set forth in the application that has been completed and becomes a part of this agreement.
2. The training materials are copyrighted by the International Public Management Association for Human Resources (IPMA-HR) and no copies can be made of these materials without the written approval of IPMA-HR.
3. To remain a trainer, the individual must remain either an individual member of IPMA-HR or be employed by an agency member of the Association.
4. The individual will not develop, market or instruct any other competency-based training program, except in the normal scope of employment with a public agency.
5. Prior to teaching this training program, the “Train the Trainer” Program must be completed.
6. The individual will provide IPMA-HR with information concerning any fees that may be charged for serving as an instructor for any organization that is not the individual’s primary employer. IPMA-HR may provide this information to any sponsoring organization seeking qualified trainers.
7. The training program will be taught as set forth in the training materials. Any changes to the training materials must be approved by IPMA-HR.
8. All evaluations from the training program will be provided to IPMA-HR as soon as practical following the completion of the program.
9. IPMA-HR reserves the right to monitor the training program in any manner that it deems appropriate.
10. Participant manuals will be sold only to sponsoring organizations that will include, but are not limited to IPMA-HR chapters, regions, sections, government agencies, colleges and universities, and corporations.
11. IPMA-HR will provide the instructor materials for free to any trainers who agree to teach the course only for the reimbursement of expenses. The instructor fee must be paid if the trainer receives compensation beyond reimbursement of expenses.
12. IPMA-HR Western Region Trainers: The trainer agrees to conduct the “IPMA-HR Developing Competencies for HR Success” program for their chapter members within 1 year after completing the “Train the Trainer” program.

III. Termination of the Agreement

IPMA-HR reserves the right to terminate this agreement at any time if it believes that the terms of the agreement are being violated or if the training evaluations are not acceptable to IPMA-HR. Written notice of the termination will be provided. All instructor materials will be returned immediately to IPMA-HR if this agreement is terminated.

Signature

Date