

HRM Learning Forum

Concept Note

08 April 2014

At ICF/KSSA Building

I. Introduction

As the longest established membership organization in Cambodia, the Cooperation Committee for Cambodia (CCC) has been playing a unique role since 1990 in strengthening the cooperation, professionalism, accountability, governance, and development effectiveness of the Civil Society Organizations (CSOs) that are working across diverse sectors in Cambodia.

CCC delivers its mission and mandate through a five-year program entitled “Governance Hub Program (GHP)” for 2014–2018, aiming at building a more cohesive, accountable, transparent NGO sectors, contributing more effectively to the development of Cambodia. GHP focuses on three interconnected components: 1) Governance & Professional Practices (GPP) 2) Research and Learning (R&L) and 3) Coalition Building, Advocacy and Networking (CAN).

Responding to its vision which is for sustainable development for Cambodia, CCC offers a range of learning opportunities for NGO staff to influence their thinking and practices and to deliver high quality services appropriately respond to the true needs of those CSO.

One of many activities of the component 2 is to conduct various learning forums for CCC members such as Human Resource Management (HRM), Monitoring and Evaluation (M &E), Information Communication Technology (ICT) and Finance Management forum.

The HRM Learning Forum has been conducted since 2002 and facilitated by CCC with technical support from HRM Working Group members who are HRM professionals and practitioners of CCC member organizations. The overall objectives of HRM learning forum is to 1) stimulate action learning to transform knowledge; skills and experiences of individual people and organizations into a community of practices for a betterment of NGO community in Cambodia in the field of HR and 2) build a strong network among HR practitioners and professionals for ongoing learning on HR matters and issues related.

To continually respond to the needs of the NGO community for good practice within the NGOs, in 2014 CCC will host two full day HRM learning forums for member and nonmember organizations; in which the first forum will be **conducted on 08 April 2014** and the *second will be on 18 September 2014*. The objectives, expected outcome, and agenda for the first HRM learning forum are as below:

Partnerships for Sustainable Development in Cambodia

II. Objectives of the forum

- To enhance understanding on employment contract, employment engagement and benefits.
- To discuss among participants to expand their learning insight of the key practical elements of employment contract, employment engagement and benefits
- To build up more network and relationship among HR practitioners and professionals for ongoing learning on HRM matters and related issues.

III. Expected outputs:

- Participants have better understood about employment contract, employment engagement and benefits.
- Participants have widely understood about learning insight of the key practical elements of employment contract, employment engagement and benefits
- Participants have actively involved in class activity and shared knowledge and experience related to HRM.
- Participants have enhanced network of HR practitioners and professionals

VI. Target Participants

This HRM learning forum is offered to a maximum of 120 participants from CCC members and nonmember organizations who are HR practitioners and professionals. Each participant should be assigned by the senior management of their organization and committed to apply what has been learned from the forum to their organization. Participants from non-CCC member are welcomed but are subjected to pay attendance fee as stated in the CCC Policy on Capacity Development and Learning Services as a contribution to support the forum's logistic arrangement.

V. Detailed Agendas:

Time	Key Contents	Resource persons
07:30-08:00	Registration	Mrs. Sam Vaddthanak , Learning Officer
08:00-08:10	Welcome and Introduction of the forum objectives	Mr. Lim Sokly , Learning Specialist, CCC
08:10-08:15	Opening remarks	Mr. Soeung Saroeun , Executive Director, CCC
08:15-08:30	<i>Session1: Review learning points from previous HR learning forum</i>	Mr. Lim Sokly , Learning Specialist, CCC
09:00-10:30	<i>Session 2:</i> <i>Employment contract and benefits:</i> <ul style="list-style-type: none">• Types of contracts	Mr. Nuon Heap , HR Director-Institutional Development, PSK
10:30-10:45	Coffee Break	

10:45-12:00	<ul style="list-style-type: none"> • Benefit and common practice in NGO community • Exercise/Group discussion 	Mr. Nuon Heap, HR Director- Institutional Development, PSK
12:00-01:30	Lunch Break	
01:30-03:30	<p><u>Session 3:</u></p> <p><i>Employment Engagement:</i></p> <ul style="list-style-type: none"> • Contract Negotiation • Specific Terms and Conditions Required for Contract • Exercise/Group discussion 	Ms. Ann Vireak , Executive Director, Attorney At Law & Arbitrator, Integrating Human to Quality (IHQ)
03:30-03:45	Coffee Break	
03:45-04:10	<p><u>Session 4:</u></p> <p><i>GPP standard reflects on HRM</i></p>	Mr. Sok Sovann , Certification Specialist, CCC
04:10 – 04:30	Discussion by Table on the Next Topics and Forum Evaluation	Mr. Lim Sokly , Learning Specialist, CCC
04:30-04:40	Conclusion and closing	Mr. Soeung Typo , Research and Learning Manager, CCC.

Note: CCC reserves the rights to alter the agenda based on the availability of the speakers and time constraints.