

33rd Human Resource Management (HRM) Learning Forum Concept Note

23 September 2016
At DIAKONIA Center (ICF/KSSA Building)

I. Introduction

As the longest established membership organization in Cambodia, the Cooperation Committee for Cambodia (CCC) has played 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.

Responding to its Governance Hub Program (GHP) for 2014 – 2018 and to achieve clear goal which is for a strong and capable civil society, cooperative and responsive to Cambodia's development challenges, CCC offers a range of capacity development and 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 CSOs. Therefore, various Learning Forums has been organized by CCC focusing on Monitoring and Evaluation (M & E), Information and Communications Technology (ICT), Finance learning forum and Human Resource Management (HRM).

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 keep responding to the needs of the NGO community and to be ready for the upcoming annual staff performance appraisal, HR working group decided to choose the **Performance Management** to be the main topic for the 33rd HRM Learning Forum in 2016.

The 33rd HRM Learning Forum is designed for HR practitioners who come from member and non-member organizations of CCC. This event will be full-day conducted on 23 September 2016 at DIAKONIA Center (ICF/KSSA Building) with specific objectives, expected outputs, and agenda as below:

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II. Objectives of the forum

- To enhance participants understanding on how performance management systems can be effectively utilized to raise the performance of individuals and teams.
- To refresh knowledge and share experience on performance management strategies and techniques so that they will be ready for the annual staff performance appraisal by end of the year.
- To build up more network and relationship among HR practitioners and professionals for ongoing learning on HRM matters and related issues.

III. Expected outcomes

- Participants have better understood on using performance management systems.
- Participants will gain more knowledge and experience related to strategies and techniques of performance management.
- 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 Agenda

Time	Key Contents	Resource persons
07:30-08:00	Registration	CCC Team
08:00-08:10	Welcome and Introduction of the forum objectives	
08:10-08:25	Opening remarks	Mr. Soeung Saroeun , Executive Director of CCC.
08:25-09:00	Session1: Review learning points from previous HRM learning forum	Ms. SAM Vaddthanak , LO, CCC
09:00-10:00	Session 2: Performance Management Introduction: What is Performance Management? <ol style="list-style-type: none">1. Induction2. Probationary objective setting	Dr. Pen Sharak Pheap , HR Working Group of CCC & Human Resources, Administration, & Consultancy Manager of Cord. Ms. Rotana Heng , HR Working Group of CCC & HR Unit Manager of WVC.
10:00-10:15	Coffee Break	

10:15-12:00	3. Performance objective setting 4. Performance appraisal	
12:00-01:30	Lunch Break	
01:30-03:00	5. Performance Improvement Plan 6. Managing Poor/Unsatisfactory Performance 7. Performance development	
03:00-03:15	Coffee Break	
03:15-4:30	8. Career development 9. 360 degree feedback	
4:30-04:40	Discussion by table on the next topics and forum evaluation.	CCC Team
04:40 – 4:50	Conclusion and closing	Ms. Sin Putheary , Head of Communications, and Member Development, CCC.

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