

## 32<sup>nd</sup> Human Resource Management Learning Forum

### Concept Note

31<sup>st</sup> May 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.

CCC delivers its mission and mandate through a five-year program entitled “**Governance Hub Program (GHP)**” for 2014 – 2018 with a common goal to see civil society in Cambodia becomes strong, capable and more responsive to development challenges toward sustainable development in Cambodia. With implementing this GHP, CCC remains visioning for sustainable development for Cambodia.

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 CSO.

One of many activities of the (Research and Learning Component) component II is to organize various learning forums for CCC members such as Human Resource Management (HRM), Monitoring and Evaluation (M & E), Information and Communications Technology (ICT) and Finance learning 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 continuously respond to the needs of the NGO community for good practice, in 2016 CCC will host two full day HRM learning fora for member and non-member organizations; in which the first forum (32<sup>nd</sup> HRM Learning Forum) is on 31<sup>st</sup> May 2016 and the second forum (33<sup>rd</sup> HRM Learning forum) will be on 23<sup>rd</sup> September 2016. The objectives, expected outcome, and agenda for the 32<sup>nd</sup> HRM learning forum are as below:

## II. Objectives of the forum

- To give a broad understanding of various techniques in selecting the right people to best fit with the job and the organization.
- To discuss and share practical experiences and best practices of those who lead staff recruitment.
- 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 the techniques of selecting the right people.
- Participants have actively involved in class activity and shared knowledge and experience related to the processes of examine and check the potential candidate.
- 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	
08:10-08:30	Opening remarks	Ms. Srey Sotheavy, Vice-Chair EXCOM of CCC and Executive Director of ACT.
08:30-09:00	<b>Session1:</b> Review learning points from previous HRM learning forum	Ms. Sam Vaddthanak, Learning Officer, CCC
09:00-10:00	<b>Session 2: <i>Selecting the right candidate</i></b> - Stage 1: Pre-selection	Mr. Chan Kanika, Human Resource Manager, OXFAM and HR Working Group members
10:00-10:15	<b>Coffee Break</b>	
10:15-12:00	<i>Continue</i> (Presentation, Video show, Quiz / Q&A, Sharing practical experience)	
12:00-01:00	<b>Lunch Break</b>	
01:00-03:30	- <b>Stage 2: Selection Process</b> (Presentation, Video show, Sharing practical experience/ Q&A)	Mr. Chan Kanika and HR Working Group members
03:30-03:45	<b>Coffee Break</b>	
03:45- 04:30	- <b>Stage 3: Job offer</b> (Presentation, Sharing practical experience/ Q&A)	Mr. Chan Kanika and HR Working Group members
04:30-4:40	Discussion by table on the next topics and forum evaluation.	CCC Team
04:40 - 04:50	Conclusion and closing	Mr. Soeung Typo, Research and Learning Manager, CCC

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