



You are Invited!!

Annual Meeting—Human Resources—July 30-31, 2009

George Washington University
Marvin Center
800 21st Street, NW—Washington, DC
(near Foggy Bottom Metro stop)

July 30

8:15—9:00 Check-in & Continental Breakfast
9:00—5:00 Sessions
5:00—6:30 Cocktail Party

July 31

8:00—9:00 Special Interest Groups
9:00—4:30 Sessions

HR—Providing Solutions in a Changing Environment

InsideNGO invites you to attend the 2009 Annual HR Meeting which now replaces the October conference. Our Steering Committee has created an agenda that offers practical sessions that respond to the issues you face. In addition, there are a number of sessions that will challenge your thinking and provide resources as you lead your organizations through a changing environment. ([See below for Session Details.](#))

InsideNGO's Annual Meeting is designed for human resource directors and managers, recruiters, compensation and benefit specialists, generalists, and those that deal with HR/personnel issues in the international NGO arena.

Sessions are primarily divided into three tracks: The HR Practitioner, Strategic HR, and Personal/Professional Development. There will be opportunities for you to network with colleagues, discuss topical issues, and gain insights to assist you professionally. There will be opportunities to join a Working Group and to participate in Special Interest Groups.

For new attendees and those new to international HR, we offer a special lunch-time session to learn about InsideNGO and meet with senior international HR professionals.

NEW!!! This year the meeting will include **Exhibitor Booths** to visit throughout the two days. In addition, two sessions will be offered which cater to our new **Young Professionals Forum**.

If you have any questions, please contact Marie McNamee – mmcnamee@InsideNGO.org.

Our Annual Meetings are truly successful when our members take time from their busy schedule and actively participate, network, and share. We hope you can attend.

We look forward to seeing you there!

To register and for more information go to www.INSIDEngo.org

HR—Providing Solutions in a Changing Environment

Session Details

Keynote – “Creating A Great Place to Work”

What are the factors in creating a great place to work? Is it even possible in tough economic times to create such an environment? Michael Burchell, VP Global Business Development at Great Places to Work Institute has traveled globally to share with audiences the results of their research. Michael will share the essential ingredients and best practices of a great place to work; as well as identify opportunities for change in your organization. This lively presentation will also include hearing from the Rainforest Alliance who won the Wall Street Journal’s 2008 Top Small Workplaces Award.

Strategic HR

Cross Generations – From Disconnect to Alignment

Understanding the core values, motivations, and leadership styles of the various generations in your workplace can help avoid tensions and conflict. This session will explain the generational differences and strategies HR can use to help managers increase productivity in the workplace.

Delivering Effective Global Leadership and Management Training – Can It Be Done on a Reduced Budget?

The answer is YES and this session can show you how. HR needs to continue to develop the talents and leadership skills of staff even during financially difficult times. Learn how e-learning solutions have been used to deliver successful, quality training. Leave this session with resources and examples of how you can offer leadership and management training to your global staff whatever your budget.

Global Employee Handbooks & Codes of Conduct – Legal Issues & Organizational Considerations

In this session, we will learn how an NGO’s headquarters can develop, implement, and launch a global employee handbook or global code of conduct. Spotting real-world case studies from practitioners and international employment counsel, this interactive program will explore both global handbook/code content (what an NGO’s global handbook/code should -- and should not -- say) and implementation (launching a headquarters-issued handbook/code across foreign local operations). The workshop will wrestle with the toughest questions NGOs confront in this area: What are the pitfalls in transplanting provisions from a U.S. handbook? Is a single headquarters-issued global handbook/code ever preferable to aligned, locally-tailored versions? What U.S. laws must a global handbook/code enforce abroad -- and how does compliance with U.S. law dovetail with the need to follow local laws and practices? How does an NGO account for its local affiliates, local employee representatives, and local work rules? Questions and sharing will be encouraged throughout the presentation.

Local Compensation – Global Strategies & Practical Tools

What should I be paying our local staff? How do I deal with the cost of living vs. cost of labour issues? This session will provide practical advice: the questions you need to ask your organization to get your global compensation strategy right; how to benchmark against local survey data; when to use data forecasting; and a discussion of the use of FSN tables.

Resolving Process Problems – A Team Approach

The economic downturn has decreased staff but not the workload. Efficiency and constructive team relations are essential. Through a process called Fish boning, teams can learn to identify possible causes and root causes of a specific problem or condition in a process. Attendees to this interactive session will learn how Fish boning can provide a structured way to generate best guesses about the sources of problems in a process and a constructive, participatory manner to resolve them.

Strategies for Successful Staff & Family Deployments

The reasons for a failed deployment are many: lack of adequate social support, stressful working conditions, poor family assimilation, and psychological unpreparedness. This interactive session will focus on how human resources can be instrumental in the successful hiring and retention of global staff through discussion of recruitment, assimilation and onboarding, and continued support of both the staff member and their family. While tools and good practices will be suggested by the panelists; participants will have an opportunity to share approaches and solutions implemented in their organizations. Questions for the group are welcome.

General HR

Duty of Care – What are Your Standards?

Many small and mid size organizations are often overwhelmed by the process of developing security systems and feel they lack the manpower and resources to address the issue. How to get started? You don’t need to reinvent the wheel! This session will guide you through a format already well established and proven. Attendees will learn about forming a crisis management team, developing a security policy, and how to comply with the Minimum Operating Security Standards (MOSS) established by Interaction. This session will also look at staff health risks associated with working in a hostile environment and the need for staff care policies.

Executive Compensation: Intermediate Sanctions and the New Form 990 – What HR Needs to Know

This informative session will include an overview of intermediate sanctions compliance regulations, steps to follow in presenting a “rebuttable presumption”, the role of

Session Details

the Board and the Compensation Committee with sample guidelines, what positions must be reported on the new IRS Form 990, and required documentation and record keeping. Participants' questions are welcomed.

Leveraging Technology for Recruiting Success

Need to save time, money, and effort in recruiting? It is possible and this session will provide ideas for all budget sizes. Learn how Web 2.0 technologies such as LinkedIn and Facebook can be used as a recruiting resource. Join the discussion on applicant tracking system functionality and the strategic value it can add. This session will be a mix of lecture, case study, and interactive discussion.

Onboarding – Providing Connections in a Global Organization

While times are turbulent, HR plays an important role in leading an onboarding process that ensures a quick and positive assimilation into your organization. From behind the scenes to the personal touch, a panel of members will discuss their onboarding process. Participants will have an opportunity to share their best practices.

Performance Management – Not Just an Annual Discussion -CRS Model

For many organization's, performance management takes place once a year. This session will focus on one organization's process which includes quarterly conversations, supervisor training, and guided questions. Participants will be encouraged to share their successful processes.

Volunteers & Interns – Resources in Tough Times

Many non-profits utilize the skills of volunteers and interns to achieve their mission. In tough times are organizations increasing their usage? This session will provide insight into a robust intern and volunteer program. In addition, the legal issues surrounding the usage of volunteers and interns will be presented. Participants will be encouraged to share information about their intern and volunteer programs.

Professional/Personal Development Are You the Job for Me?

We are all taught in job hunting to tell employers why we are right for a job. But often we forget to ask whether a job is right for us. As we make our way through this economic downturn, HR professionals may find themselves counseling staff in finding a new job or needing to consider this question themselves. This session will help you determine the job and the organization that is right for you; as well as guide a colleague through the process. For fun in this task, we will use exercises from Barbara D'Angelis' book about dating, *Are you the One for Me?* The exercises will help clarify your career path and prove that what works in dating can work in a job search.

Building Interpersonal Negotiation Skills

During this economic downturn where human and general resources are stretched, the ability to negotiate differences between colleagues, bosses, subordinates, agencies and partners is skill that Human Resources needs to master. This session will provide an explanation of the two major forms of Negotiations available: Position-Based and Interest-Based. Tools and techniques that you can apply right away will be demonstrated; in addition, links, references, and handouts will be provided.

HR Career Paths for Young Professionals

Human Resources has undergone many changes as a profession over the years. A panel of senior HR professionals will share their journey in human resources, lessons learned, and the skills young professionals should develop as they embark on their careers. The session will be interactive and participants will be encouraged to ask questions of this experienced panel.

HR's Role in Effective Proposal Development

Proposals are won and lost on the strength of your personnel but often times human resources is not included in the process. This session will provide a primer to proposal development: key components, demystify terms, and explain types of proposals. Models for recruiting for proposals will be discussed, as well as the tensions in fulfillment and ways in which the HR professional can more strategically contribute to the process.

Legal Update – Overview of New Regulations and Legislation Affecting Human Resources

Are you keeping abreast of new employee-related regulations and legislation? This session will provide an overview of issues surrounding immigration, E-verify, I-9s, and updates to COBRA, FMLA and other need-to-know changes.

U.S. Benefits 101 – Overview & Current Events Impact

Are you new to benefits or looking for a refresher? This session will discuss the fundamentals of employee benefit plans and how they are used in developing a benefits strategy. There will also be a brief discussion of benefits in relation to what employers are doing in response to the economic downturn and recent developments in health care reform.

Topical Break-outs—Facilitated, member discussions on topics of interest—Select from several topical issues and have the opportunity to discuss with your colleagues.

Special Interest Groups—July 31st – Meetings for Special Interest Groups (SIG) e.g., Recruiters and Young Professionals. Additional group meetings and details will be posted on the InsideNGO website.