



You are Invited!!

## Annual Meeting—Human Resources—July 15-16, 2010

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

### July 15

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

### July 16

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

## Human Resources

InsideNGO invites you to attend the 2010 Annual HR Meeting. Our Steering Committee has created an agenda that offers practical sessions that provide resources and respond to the issues you face. In addition, there are a number of sessions that offer the opportunity to think strategically about HR with your peers.

Sessions are primarily divided into three tracks: HR Operations, Strategic HR, and Personal/Professional Development. A special NEW track—Staff Care and Wellness—will be available on Thursday, July 15. Topical meetings on special interests will be held Friday, July 16th in the morning. New to InsideNGO? We offer a special lunch-time gathering to meet with senior international HR professionals and learn more about InsideNGO-HR.

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.

**Exhibitor Booths** will house member-recommended vendors with products or services that support human resource areas of responsibility. Visit throughout the two days and take away at least one potential new idea/product/company for your organization.

If you have any questions, please contact Marie McNamee – [mmcnamee@InsideNGO.org](mailto:mmcnamee@InsideNGO.org).

### A Sampling of our 2010 Session Titles.....

- Achieving Mission through Global HR Processes
- **How to Become a “Best Non-Profit Employer”**
- **Building Manager/Leader Competencies in a Global Staff**
- **Security: Top Ten Things HR Needs to Know**
- **International Healthcare –How to Maximize Value & Minimize Cost**
- An Innovative Approach to Professional Development
- Host Country Taxation of Expats
- **Stress & Trauma—Identification & Intervention**
- **Building a Global HR Dream Team**
- **Emerging Trends in Healthcare Benefits**
- **Developing Local Salary Scales-Case Study**
- **Global Employee Relations—Scenarios & Solutions**
- **Crucial Conversations—Mastering the Discussion**

**We hope you can attend! Take advantage of the Early Registration deadline of May 28th!**

To register and for more information go to [www.INSIDEngo.org](http://www.INSIDEngo.org)

## Session Details—Keep checking for updates.....

### **Achieving Mission thru HR Processes: On-boarding to Performance Management – A Global Solution**

ACDI/VOCA has created a successful modular and web-based on-boarding system and a new performance management system all of which have been connected to their organization's objectives. What do these systems look like? What were the obstacles to rolling out the new global processes? This session will provide insights and ideas to consider for your organization.

### **An Innovative Approach to Professional Development**

Interested in learning how one organization has harnessed the talents and energy of staff to create an innovative and cost effective approach to training through the creation of a tag T.E.A.M. (a technical advisory group for training, education and more)? Participants will learn how the T.E.A.M. is managed and about the types of training provided – bring home ideas for your own organizational development.

### **The Art of Self-Care: Experience it for Yourself**

Creating a health-promoting workplace includes building an awareness of self care techniques. Professionals will lead this session and provide participants with techniques they can immediately utilize to take care of themselves and share with colleagues. Treat yourself to self care!

### **Attracting Top Talent – It Takes a Team**

Attracting and selecting the best talent is not just a recruiter's role. Hiring managers are critical to the process. What skills, competencies, and processes will help your hiring managers be contributors to attracting top talent? This session will outline some key factors and participants will be asked to share their best tips.

### **Building a Global HR Dream Team**

In this interactive session, the presenter will lead participants through an exploration of the competencies, capabilities and structures that make an NGO HR team strategic and effective.

### **Building Manager/Leader Competencies in a Global Staff**

Wish to build global manager and leader competencies but don't have time or resources? This session will provide an overview of a tool, Feedback To Go. It serves as both an assessment tool to assess competencies and offers a guide to improve behaviors in areas of leadership such as decision-making communication, and team effectiveness. Cost effective, user-friendly, works in low bandwidth—a great tool to assist in developing your global staff.

### **Career Development Challenges in Global Organizations**

This interactive session reviews how career development more fully engages your staff, enables them to take on more responsibility and retains top performers longer. We will discuss manpower, motivation, maintenance, management and more that is involved in helping your people understand their meaningful future with your organization. Then we will divide into groups for discussion and close with reporting back from the groups. Don't miss this timely update on a great talent management process to fully engage your people long-term.

### **Developing Global Talent from Day One: Onboarding to Performance Management**

ACDI/VOCA has created a successful modular program that can be used by an organization with little time and limited resources...or scaled up to meet the needs of numerous, unique projects located around the world. With a DC-based initiative that has now spread to projects in over 20 countries, HR and Program staff collaborated to connect individual performance to organizational objectives. What do these systems look like? What were the obstacles? In this interactive session, you will participate in short activities to practice using tools that can enhance your global talent development systems.

### **Developing Local Salary Scales – A Case Study**

Many NGOs struggle with developing salary scales for their local national staff. This session will provide a detailed case study of how one organization is developing local national salary structures utilizing survey data from the LiNGOs survey. Whether you use this benchmarking tool or others, discuss approaches you can use and the challenges in implementing a salary structure.

### **Dynamical HR: What does it mean to lead in today's environment?**

This session is designed for HR professionals who are or wish to be organizational strategic partners. Insights into systems thinking as a key element of strategy development and several tools for increasing the creativity and potential of team members as key contributors to strategy implementation will be provided. The discussion will cover effective strategies and three key indicators—coherence, resilience and fitness.

### **Emerging Trends in Healthcare Benefits**

Back by popular demand, George Lane from Mercer will provide attendees with current developments and legislative issues that will impact health plans.

## Session Details—Keep checking for updates.....

### **Global Employee Relation Situations – Can You Top This?**

HR professionals often find themselves counseling and mediating an array of sticky situations. This interactive session will provide several actual employee relations situations and open up the floor to discussions about how to resolve. This is a great opportunity to brainstorm with your colleagues about the challenges we all face in managing employee relations.

### **Host Country Taxation of Expats**

The number of organization's whose U.S. Expats and TCN staff are faced with paying taxes to host country governments is on the rise. What are the approaches organizations are taking as staff look for assistance? This session will discuss both the formal methods of tax equalization and tax protection; as well as, several hybrid approaches that NGOs have implemented.

### **How to Become a “Best Non-Profit Employer”**

“Ever dreamed of your organization being recognized as a “best place to work”? If you are positioning your organization for better branding, heightened visibility in your field, attracting the best talents, and being a preferred place to work, then this session may provide some answers. The Public Health Institute which recently earned the distinction as one of the “Best Non-Profit Organizations to Work for” in 2010 will discuss the series of surveys they undertook to get to the pulse of their organization and the steps they implemented that resulted in them earning this distinction. You will hear about the outcomes such as new policies they instituted that lend a more balanced work life and their continuing strategies to maintain this distinction.

### **Implementing a Staff Care Program—for All Size NGOs**

A staff care process is a challenge to implement for any international NGO. Much depends on the organization's culture, mission, funding, and structures. The effective interface between operations, HR, the field, and management is crucial for initiating and sustaining a quality staff care process that is integrated into the overall management process. A seasoned panel from a variety of organizations will share their experiences in developing and implementing staff care into their organizations' operations.

### **International Healthcare –Strategic Decisions or How to Maximize Value & Minimize Cost**

Participants will leave this session with approaches to assessing and selecting the best healthcare and emergency assistance options for expatriates and TCNs and the most cost effective solutions for U.S.-bound short and long term international assignees. In addition, attendees will hear about new trends in cost effective Local National healthcare options for organizations.

### **New Frontiers in Leadership Development in an Interdependent World**

In a study conducted by the Center for Creative Leadership, the top three priorities identified by the leaders include collaborating across functions (98%), empowering employees at all levels (97%), and cross organizational learning (91%). These challenges are particularly prevalent in international NGOs that work on a global scale, are charged with developing local leaders, and must co-create solutions with diverse stakeholder groups. This highly-interactive session by the Center for Creative Leadership will share new research and practices for developing individual and collective leadership capacity to meet these challenges.

### **Project Management Skill Building – A Tool for NGOs**

Is one of your responsibilities staff development? Does your organization have staff that manage projects and need some skill building? Attend this session and learn about a group of international NGOs who have come together to design project management capacity building specifically for people working in the development sector. Explore the PMD Pro (Project Management in Development Professional) certification and how it can help your organization improve project performance.

### **Security: Top Ten Things HR Needs to Know**

Often HR professionals find themselves responsible for security management in their organizations with little training. Attend this interactive session and leave with a list of the key issues you need to address, resources, and actual incident resolution.

### **Stress & Trauma – Identification & Interventions**

What are the key signs of stress? What should we do for staff working in high stress environments? This session will provide the essentials of how to identify signs of dis-stress in staff. Simple staff care interventions will be introduced as well as a discussion of situations when professional consultation is needed.

### **Special YP Session: 5 Myths Dispelled About International Development Careers**

Wondering as a Young Professional how you can advance in your career? Are you in HR and looking for ways to counsel your Young Professionals on their career advancement? This session features Raj Kumar, President & Co-Founder of the Development Executive Group (DevEx), who will address five common myths about international development careers and answer your questions about what employers are looking for in this particular field. Here are two of the myths he will address: staying with the same organization for too long is not a good way to develop your career; operations staff are far removed from the organization's mission. Attend and find out about these and the other three myths!