

# SHRM Competency Based Education for Chapters

## Instructor Overview

### Introduction

This document is assembled to assist chapters in determining the best candidate to instruct and facilitate the SHRM-sponsored workshop in a box initiative. The below information should be used as a guide in selecting appropriate candidates to facilitate the workshop. A list of facilitator tips is also included to reinforce what is expected from the instructor.

The second page of this document is a sample nomination application form. A form of this nature may be used by the chapter to solicit potential facilitators for the workshop.

### Instructor Overview

Workshop facilitators should be highly qualified HR experts who are able to educate fellow chapter members' in a face-to-face instructional setting. In order to properly facilitate this offering, the instructor should possess the following qualities:

- **Classroom Manager:** One who can manage student behaviors, as well as workshop logistical challenges (including technology).
- **Expert:** One who has deep knowledge of the course content, and credible experience that allows him or her to stand out as a subject matter expert. As knowledge experts, it is imperative that workshop instructors ensure that their knowledge is current and in support of messaging/research SHRM promotes.
- **Course Facilitator:** One who can guide a group of students to achieve a set of common workshop objectives by drawing on existing knowledge, sharing from experiences, leading practical learning activities, and filling in knowledge gaps.

### Instructor/Facilitator Tips:

1. Arrive at the training location no later than 30 minutes prior to the workshop
2. Be extremely familiar with your training materials (including instructor notes and any technology involved)
3. Work with the chapter to coordinate the use/availability of any necessary technology
4. Gauge student expectations and existing knowledge
5. Show interest in/provide relevant feedback on student comments and questions
6. Be congruent in your verbal and non-verbal communication
7. Be aware of class timing and keep the class moving forward at an appropriate pace

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## Sample Nomination/Application Information

**First Name**

**Last Name**

**Phone**

**Email**

**Years of HR Experience/Roles within HR**

**Years of Instructional/Facilitation Experience**

**What is your reason for wanting to facilitate a chapter workshop?**

**SHRM-CP or SHRM-SCP Certification**

Yes

No