

23 January 2010

Dear Colleagues,

Thank you for your participation in our annual IHRF meeting on 12 January.

As discussed, this year the format of the IHRF meetings will change, they will be half day meetings on specific issues and will include a combination of:

- Best practices
- Knowledge sharing
- Expert seminars on HR related topics
- Case study presentations

The sessions will include case study presentations from HR colleagues, best practices, and a final tool kit approach to help you improve HR systems and processes in your organisation. In some cases, such as legal issues, economic trends and labour law related issues, expert advice will be sought.

Based on your comments and feedback, the agenda for 2010 is as follows:

1) Employee engagement, motivation and morale:

Monday 22 February 2010, 3 Esfand 1388, 1300-1800

- *What is employee engagement?*
- *An examination of different studies and approaches*
- *Examination of motivation studies*
- *How to read between the lines*
- *What are international and national best practices*
- *How do we raise engagement and efficiency*
- *What is HR's role in raising engagement, efficiency, morale and motivation?*

2) Macro issues:

Monday 26 April 2010, 6 Ordibehesht 1389, 1300-1800

- *Labour Law*
- *Legal issues and considerations in downsizing, termination, severance*
- *The state of the economy and challenges ahead*

3) Role of HR:

Monday 28 June 2010, 7 Tir 1389, 1300-1800

- *What competencies do HR people need?*
- *What is HR as a business partner?*
- *What are HR score cards and how to use them?*
- *What tools do we use to improve HR processes?*
- *HR budgeting*

4) Economic outlook in 2010:

[Monday 27 September 2010, 5 Mehr 1389, 1100-1230](#)

- *Review of the economy to date and outlook for remaining months in 2010*

5) HR for non HR Managers:

[Monday 27 September 2010, 5 Mehr 1389, 1300-1730](#)

- *HR's role in developing line managers HR abilities in:*
 - a. How to give feedback*
 - b. How to coach effectively*
 - c. How to manage performance*
- *How HR should influence line managers*
- *Leadership and management styles and HR's role in coaching different types of managers/ leaders*

6) HR's role in managing performance:

[Monday 22 November 2010, 1 Azar 1389, 1300-1800](#)

- *What is performance?*
- *How is it measured?*
- *How is it understood in the organisation?*
- *An examination of performance systems in companies?*
- *How do companies manage talent?*
- *How do they select, retain and develop successors?*
- *What do we do with poor performers?*
- *The truth about developing staff*

Each session will begin with a light lunch (1300-1400) and then the session will be from 1400-1800, including a short break. Please note, in September we will have a double session starting from 1100-1230 on economic affairs to assist companies plan their budgets. Following a light lunch from 1230-1330, the session on HR for non HR managers will continue.

Please note, if there are less than 5 participants for any session, the session will be cancelled.

Please note, as a member to the IHRF you will receive a 10% discount on all trainings through ARC. Please find the list attached and note, this discount is only for the duration of your membership.

[Join the IHRF](#) and keep HR on the management agenda! Through your active participation we will help develop HR in Iran.

Best wishes to you in 2010!

The IHRF team
January 2010