

**Policy & Procedure Manual**

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**PRESENTER SPEAKER LIST – HR-XII-2**

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**POLICY:**

The Human Resources and Training Advisor shall maintain a current list of available speakers/instructors including agency affiliated and community resource persons.

**PURPOSE:**

To facilitate presentation inquiries by matching speakers/instructors with audiences on request.

**PROCEDURE:**

1. The Human Resources and Training Advisor shall develop and maintain a resource list of employees having expressed an interest in presenting training programs. The list shall indicate contact method and specific topics for presentation.
2. The Human Resources and Training Advisor shall develop and maintain a list of community speakers who have expressed interest in presenting training programs. This list shall indicate contact method, cost and specific topics the speaker will present.

**RECOMMENDED BY:** Director, Human Resources

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Community Services (all)

**ORIGINAL POLICY DATE:** June 1994

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

