



Guidelines for registration:

Please submit the completed registration form together with the registration fee of Rs.25,000 /- (Rs.10,000/- for not for profit organisations) in favour of “HRM Awards”(A/c No 002960003589, Sampath Bank, City Branch), crossed Account Payee, to:

**The HRM Awards Secretariat,
B Connected (Pvt) Ltd,
100, Jawatta Road,
Colombo 5**

(On or before 5.00 pm on 15th October 2014)

Upon registration and meeting the qualification criteria:

Our content partner SHRM, will forward to you a softcopy of a ‘Study Tool’. The Study Tool will be dispatched from 6th October 2014, onwards to the registered participants. The completed Study Tool should be sent directly to SHRM, **on or before 5 pm on 15th November 2014** according to instructions provided in the Study Tool.

Important Dates

1 st September 2014	: Registration Open
15 th October 2014	: Registration Close
10 th October 2014	: SHRM to begin sending soft copies of Study Tool to registered organizations
17 th October 2014	: Awareness session on filling the questionnaire for the registered companies
20 th November 2014	: Last date for submission of completed Study Tool
7 th - 16 th January 2015	: On Site Audits to selected companies
28 th January 2015	: Learning Conference
6 th March 2015	: HRM Awards 2014 Awards Night

ABOUT US

THE ASSOCIATION OF HUMAN RESOURCES PROFESSIONALS (HRP)

The Association of HR Professionals (HRP) is a forum where Sri Lankan HRM professionals meet, fraternize and exchange contemporary HR concepts and best practices. We work towards the betterment of the profession, corporate businesses and the nation at large. The members of our organization are senior human resource professionals from the country's largest and prestigious organizations. Providing professional development, an arena for networking, a focus for legislative intervention in national HRM issues and the sharing of experiences to establish HRM as a dominant force and discipline in the business and state sector; and thereby to establish HRM as the catalyst to achieve efficiency, productivity and sound management form our founding fundamentals.

From the **National HR Awards**, to globally recognized IPMA-HR certification programmes, HRP has a proven track record as a key player in Sri Lanka's professional arena. We have built a critical mass of intelligent think tanks who today shake and move the HR policies and procedures at the highest corporate echelons of the country. This is perhaps the reason why HRP membership consists of many forward thinking HR Leaders of Sri Lanka.

HRP was instrumental in bringing Global HR Thought Leadership to Sri Lanka by entering into MOUs with AON Hewitt, Institute of Public Management (IPMA) USA, and the Society for Human Resource Management (SHRM) India in order to advance the HR profession in the country and the region.

ABOUT HRM AWARDS

HRP was the first to conceive the idea of National HRM Awards in 2002 and has organized the event on 5 occasions since then. We took a giant leap in 2007 to present this event at a very high international level, when we teamed up with Hewitt Associates India – the largest human resource consulting group in the world – as our content partner – using their vast experience and expertise in the field. The last edition of the HRM Awards was held in 2012 and the event was a resounding success and one of the best of its kind in the corporate world.

The HRM Awards 2014 will feature 10 Gold Awards, 10 Silver Awards and 6 special category awards to the private sector. Reaffirming HRP's commitment to develop public sector HR Best Practice, this year too there will be Awards participation of the public sector with three special Gold and Silver awards. All private sector companies will by default apply in the "Open category". State organizations have the options of either registering for the HRM Awards 2014 under the "Open category" where the judging criteria will be benchmarked with local and international HR best practices or under the "State Sector" which is exclusively for state sector organisations.

Short listed organizations will then be ranked and assessed according to a set process by a panel of independent auditors from SHRM. Points will be given accordingly and the Gold & Silver and Category Award winners will be announced at a formal ceremony, The HRM Awards Night, in March 2015.

ABOUT SHRM INDIA - CONTENT PARTNER HRM AWARDS 2014

SHRM India is a wholly owned subsidiary of the world's largest professional, not-for-profit Human Resource association, SHRM – The Society for Human Resource Management, USA. It has over 275,000 members in 160 countries. SHRM's mission is to support the HR professional and advance the HR profession through globally recognized certifications, collaborative communities, comprehensive resources, research, professional development opportunities, academic alliances and advisory services.

SHRM India provides a platform for thought leadership, sharing of best practices and professional networking within the Indian and global HR communities in order to take the profession higher through continuous and collaborative learning. It is a one-stop shop and the go-to resource for solutions and services to handle all people-management challenges.

SHRM India continuously strives to release the latent potential of worldwide knowledge exchange in the space of business HR, by constantly expanding and redefining the profession and practice of HR in India and around the world.

STUDY METHODOLOGY

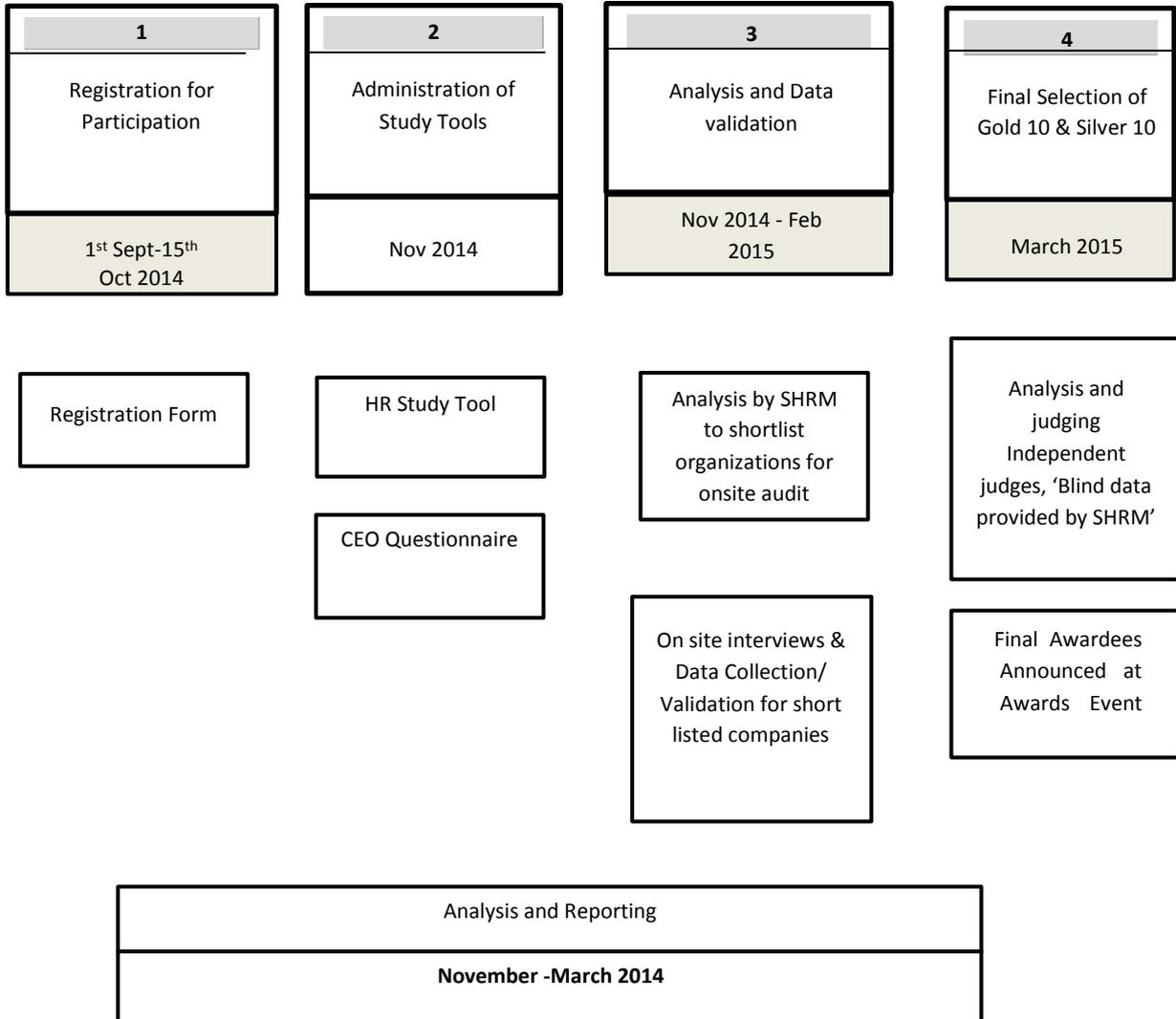
To protect the confidential and propriety information included in this material, it may not be disclosed or provided to any third parties without the approval of SHRM.

OBJECTIVE OF THE HRM AWARDS 2014

The HRM Awards 2014 study is aimed at assessing the maturity of HR systems and processes in leading organizations across Sri Lanka. The study attempts to understand the quality of design of the HR processes in the participating organizations, and the process' alignment with the overall business objectives.

The study will conclude with an assessment of the winning organisations in the private and state sector in Sri Lanka, with respect to HR Systems and processes.

HRM AWARDS 2014 - PROCESS



STUDY METHODOLOGY

The approach and methodology for the HRM Awards 2014 study is based on SHRM's research and prior experience with conducting similar HR diagnostic studies across the globe. The study focuses on collecting comprehensive information on the HR processes of the participating organizations. The HR processes and systems are then assessed against a framework of process design strength and linkage to business objectives. The basic tenet being that organization's HR processes should be best in class in terms of design, efficiency, innovation and scalability.

Participation in the study would entail high level of commitment from the participating organizations: a dedicated HR professional to consolidate and provide all HR process related information as part of the HR Study Tool and top executive's time for filling the CEO Questionnaire. In case selected for the second round site visit, the organization would need to spend about half a day with the SHRM team which would include time from members of the HR function, including the function head, and the top executive. The process of this study itself will also help organizations self evaluate own Human Resources practices and will provide guidance to the HR teams to learn and apply best practices.

1. Registration and Data Collection:

From **1st September 2014** onwards, organizations can register themselves for participation in the study. On confirmation of registration, SHRM will send to all the participating organizations a soft copy of the study tool kit. A help desk for taking the participating organizations through the HR Study Tool in detail, and to clarify doubts on filing the questionnaire, would be available to all participating organizations. The completed tool kit needs to be submitted to SHRM not later than **20th November 2014**.

2. On-site Data Validation & Interviews:

Further to a first level analysis, SHRM will shortlist companies with Best HR practices and processes. SHRM will then visit these organizations for on-site data validation and interviews. The onsite visit would be utilized to validate and supplement the information collected as part of the HR Study Tool and CEO Questionnaire.

3. Data Analysis & Selection of Awardees:

SHRM will collect and analyse the data and present the report to an independent panel of judges comprising of esteemed people from academia, industry and global HR and Business leaders. SHRM or HRP will not be involved in the final selection of Awardees. All judging is "blind" in that each set of organizational data is assigned a code and the judges don't know the company identity until after their decisions are made.

The judges would consider a wealth of data that gives them an overview of the organization's HR practices, as documented through the HR Study Tool, CEO Questionnaire and Onsite Visits.

Ultimately, the judges will look for those organizations whose HR processes are best in class and strongly aligned to business objectives.

PARTICIPATION BENEFITS

If your organization makes it to HRM Awards list, you will benefit from:

- An enhancement in reputation to be recognized as an organization with the Best HR practices.
- Enhanced credibility of the function with internal stakeholders and gain the respect of external shareholders.
- Ability to authoritatively use the HRM Awards recognition for internal and external branding efforts.
- Continual improvement and benchmarking of best practices on a regular and consistent framework
- Aid the enhancement of employee engagement and workforce productivity

Even if your organization does not make it to Gold 10 or Silver 10 you will

Benefit from:

- The HRM Awards 2014 Study report giving highlights of the key findings from the study.
- Valuable information on the best in class practices putting you on the path to developing similar HR processes and systems.

Study Tools

SHRM will undertake comprehensive data collection about the HR processes of the participating organizations. This would be done through SHRM developed HR diagnostic tools namely:

HR Study Tool:

- The HR Study Tool is designed to calibrate the quality of HR processes in an organization and evaluate it.
- The basics are in place and institutionalized
- The HR processes are aligned to strategic intent of the organization
- The HR processes are mature, efficient, innovative and scalable
- The HR processes are best in class

The tool would gather information on the following areas:

- Talent Acquisition and On-boarding
- Talent Management
- Performance Management
- Learning and Development
- Rewards and Recognition
- Work Environment
- HR Operations and HR Metrics

CEO Questionnaire

This questionnaire is aimed at understanding the CEO's vision and plan for the organization. It collects information on the business leader's assessment of people challenges and priority areas for people management. This would provide a framework for understanding the alignment of HR processes to the strategic intent of the organization.

Deliverables

HRM Awards 2014 Study Report

Participating organizations will receive a complimentary copy of a report containing the highlights of the HRM Awards study with trends on people practices in the market.

BY ASSOCIATION OF HR PROFESSIONALS

29th August 2014