**Topic Development Worksheet**

Use this worksheet and the [CUPA-HR Learning Framework](https://www.cupahr.org/knowledge-center/learning-framework/) to refine your topic, identify points of discussion, and identify relevant CUPA-HR resources for your presentation.

1. **What topic will your presentation or discussion focus on?**

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| The ongoing issue of recruiting and retaining talent in an exceptionally challenging market |

1. **What is the main question or problem related to this topic that you want to focus on in this presentation?**

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| How can institutions improve our ability to meet talent needs now? |

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| Core – Organizational Development & PlanningBuilding Capabilities – Identify, Recruit and Onboard Talent |

1. **What** [**CUPA-HR Learning Framework**](https://www.cupahr.org/knowledge-center/learning-framework/) **competencies are most relevant to the question or problem identified in #2?**
2. **Review the *In Action* and *Assessment Questions* sections for each competency identified above. Pick a few questions or discussion points from these lists which you feel will drive discussion on your main question or problem.**

*NOTE: Questions may need to be modified slightly to fit your audience, tone or situation*

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| Communicating with stakeholder groups to understand objectives and limitations 🡪 What limitations are affecting your institution’s current ability to recruit talent?Maintaining awareness of talent gaps and needs throughout the organization 🡪 Where are the most critical talent gaps and needs in your organization?What specific methods of outreach do you commonly use to source candidates? 🡪 What specific methods of outreach does your institution currently use to source candidates? |

1. **Review the *Resources* section for each competency included in your presentation and pick a few of the featured resources to highlight.**

*NOTE: Be sure to fully explore additional links within resources such as toolkits and blog posts for a wider range of potential resources!*

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| Recruitment Toolkit (CUPA-HR) Job Description Index (CUPA-HR)Tips to Help HR Retain and Engage Talent (CUPA-HR Blog)Providing Remote Work Opportunities Will Aid Your Retention Efforts (EDUCAUSE & CUPA-HR)Diversity Recruitment Websites (Case Western Reserve University)Rebuilding Your Recruitment Strategy After COVID-19 (PageUp) |

1. **Review and note any additional considerations related to presentation delivery and logistics. Examples include:**
* Format (in person/virtual)
* Time allotted for presentation
* Breakout or small group options (use/not use)
* Activities (use/not use)
* How resources will be shared (email, handouts, listed on slides, etc.)
* Presentation follow-up (sending emails, soliciting feedback, re-sharing resources, etc.)

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| Virtual format, approximately 60 minutes for presentation, no breakout groups. Will send a follow-up e-mail with the resources listed out a few days after the presentation.  |