



HR FIRST MEETING

HR BASICS

Personal information of HR Head

Name: Abdullah Mohamed Abo-Elhamd

Department: Mechanical Power Engineering

Academic year: 3rd year of department, 4th year of college

SA Experience:

2020/2021 -> HR Member at IEEE CUSB.

2020/2021 -> HR Member at K-Vector.

2020/2021 -> HR Head at ESL.

2020/2021 -> Organizer at Virtual International Conference of Microelectronics.

2021/2022 -> HR Head at IEEE-CUSB WIE.

2021/2022 -> HR Head at CUFE St Club.

2021/2022 -> Instructor SolidWorks at K-Vector.

LinkedIn Account: <https://www.linkedin.com/in/abdullah-abo-elhamd-16351219a>



Personal information of HR Vice-Head

Name: Yara Adel Abbas

Department: Civil Engineering CU

Academic year: 3rd year of department, 4th year of college

SA Experience:

2022/2023 -> HR Head at CUFE St Club

2021/2022 -> HR Member at IEEE-CUSB

2020/2021 -> Marketing Member at IEEE-CUSB

2021/2022 -> Art Committee Member at CUFE St Union

Phone Number: 01150501026

G-Mail: yarahadel163@gmail.com



Personal information of HR Vice-Head

Name: Marwa Ismail Ashry

Department: Philosophy of arts

Graduation year: 2024

SA Experience:

2021/2022 -> HR Member at IEEE-CUSB

LinkedIn Account: <https://www.linkedin.com/in/marwa-ismail-a0537a197/>



IEEE-CUSB

OFFICERS



Mahmoud Raafat
Chairman



Abdallah Osama
Vice-Chair



Radwa Mosaad
Treasurer



Youssef Hassanein
Secretary

OFFICERS' CONTACTS

Chairman : Mahmoud Raafat

01111600628 , mahmoudraafat@ieeecusb.org

Vice-Chairman: Abdallah Osama

01284572511 , abdallahosama@ieeecusb.org

Treasurer: Radwa Mosaad

01017147788 , Radwa.mosaad@ieeecusb.org

Secretary: Youssef Hassanien

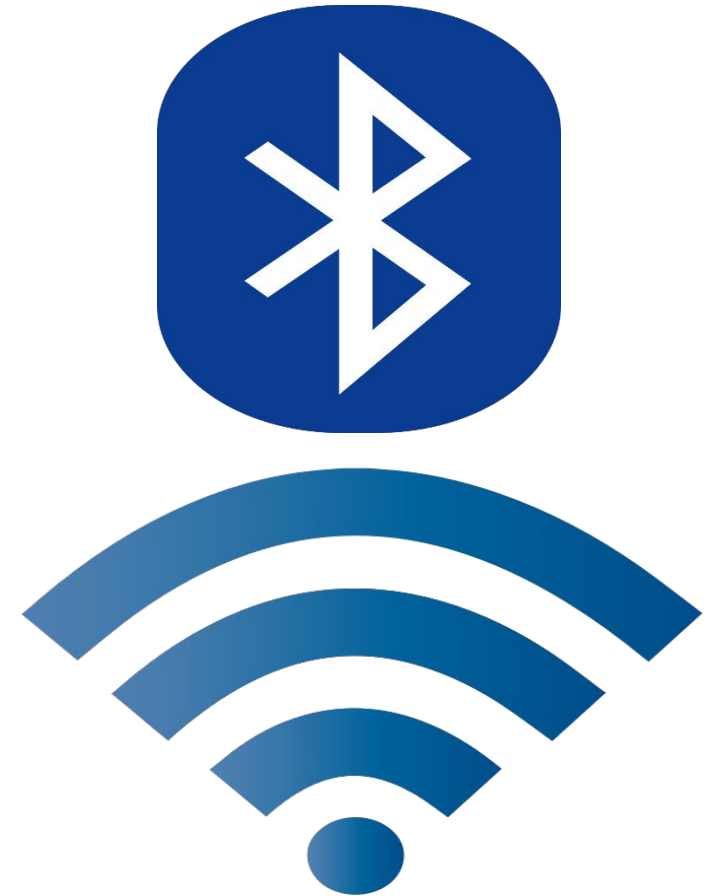
01015411320 , youssefhassanien@ieeecusb.org

IEEE VISION

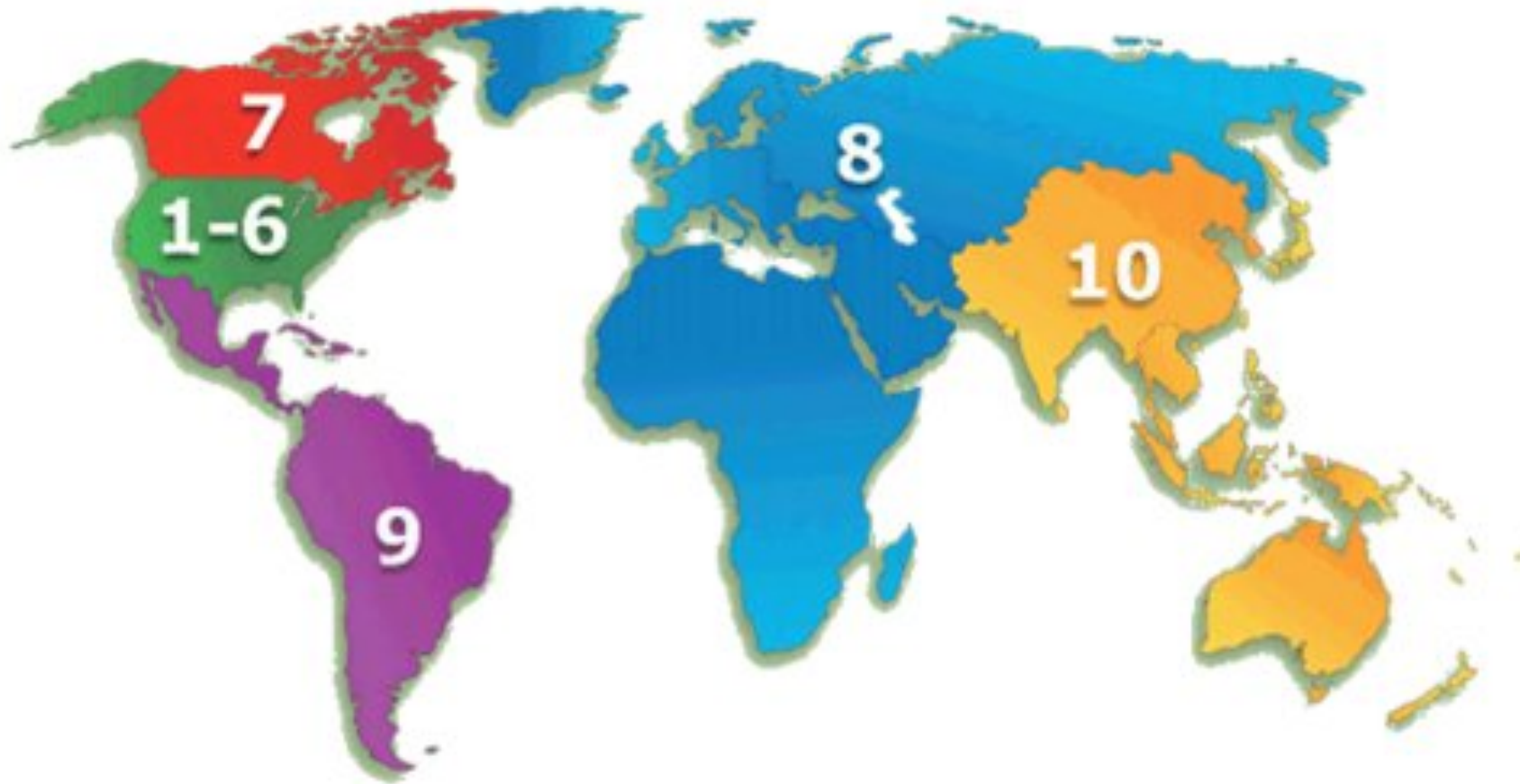
And always remember it is not just a SA it is huge community established to help people and share knowledge allover the world .

What is IEEE?

- **Institute of Electrical and Electronics Engineers** is a **nonprofit** organization founded in **1963** in the merger of the **Institute of Radio Engineers (IRE)** founded in **1912** and the **American Institute of Electrical Engineers founded (AIEE)** founded in **1884**.
- It works solely and globally toward innovating, educating, and standardizing the electrical and electronic development industry.
- IEEE is best known for its development of **standards** such as **IEEE 802.11** which is the **Wi-Fi** standard and **standard IEEE 802.15** which is the **Bluetooth** standard that we all use today, also **IEEE format standard 754** which is the **Logic Design** standard.



IEEE Regions



IEEE Egypt Section



IEEE-Wie in numbers

The Women in Engineering Audience:

IEEE Women in Engineering (WIE) is one of the largest international professional organizations dedicated to promoting women engineers and scientists, and inspiring girls around the world to follow their academic interests in a career in engineering.

The mission of IEEE WIE is to facilitate the recruitment and retention of women in technical disciplines globally.

31,000

Members



100+

Countries

Website

<https://ieeecusb.org/wie/>

Created by IEEE-CUSB officers



I CHANGE THE WORLD. I AM AN ENGINEER



Connect



Support



Inspire

WIE.IEEE.ORG

IEEE Women in Engineering
We

IEEE Egypt Section Young Professionals



Fresh graduates can still be volunteering at IEEE



What is IEEE Egypt Student Activities Committee?



- **IEEE Egypt's Section Students' Activities Committee** support, development, and monitoring, and for representing all IEEE students Egypt students for all external entities and all IEEE organizational units.



Our Branch History

- First student branch in Egypt.
- Established in 1970.
- Founded in 2008.
- We target the 4 main engineering electrical departments:
 - Computer Engineering
 - Biomedical Engineering
 - Electrical Power Engineering
 - Communication Engineering

Our Branch Awards 29 awards



2021 - 2022

IEEE Regional Exemplary Student Branch Award



2021 - 2022

1st Place, IEEE Day Photo Contest



2021 - 2022

Outstanding Branch Counselor Award
Dr. Ahmed Khattab



2010

1st Place, IEEE International Student Branches
Website Contest



2009 - 2010

IEEE Day Photo Contest



2010

1st Place, IEEE Region 8 Student Branches Website
Contest



2020 - 2021

IEEE Regional Exemplary Student Branch Award



2020 - 2021

2nd Place, IEEE Day Photo Contest



2020 - 2021

3rd Place, IEEE Region 8 Website Contest



2009

3rd Place, IEEE International Student Branches
Website Contest



2009

2nd Place, IEEE Region 8 Student Branches Website
Contest



2008 - 2009

IEEE Student Enterprise Award



2017 - 2018

IEEE Regional Exemplary Student Branch Award



2016 - 2017

IEEE Regional Exemplary Student Branch Award



2013 - 2014

IEEE Outstanding Student Branch Counselor Award



2009

1st Place, Engineering Student Day (ESD), Egypt



2009

1st Place, Egyptian Universities Youth Week



2013 - 2014

IEEE Regional Exemplary Student Branch Award



2012 - 2013

IEEE Student Enterprise Award



2012 - 2013

IEEE Regional Exemplary Student Branch Award



2011 - 2012

IEEE Student Enterprise Award



2011 - 2012

IEEE Regional Exemplary Student Branch Award



2011 - 2012

Dr. Mohamed Khairy, IEEE CUSB Counselor, as the
Outstanding Student Branch Counselor in Region 8



2013 - 2014

IEEE Outstanding Student Branch Counselor Award



2010 - 2011

IEEE Regional Exemplary Student Branch Award



2010 - 2011

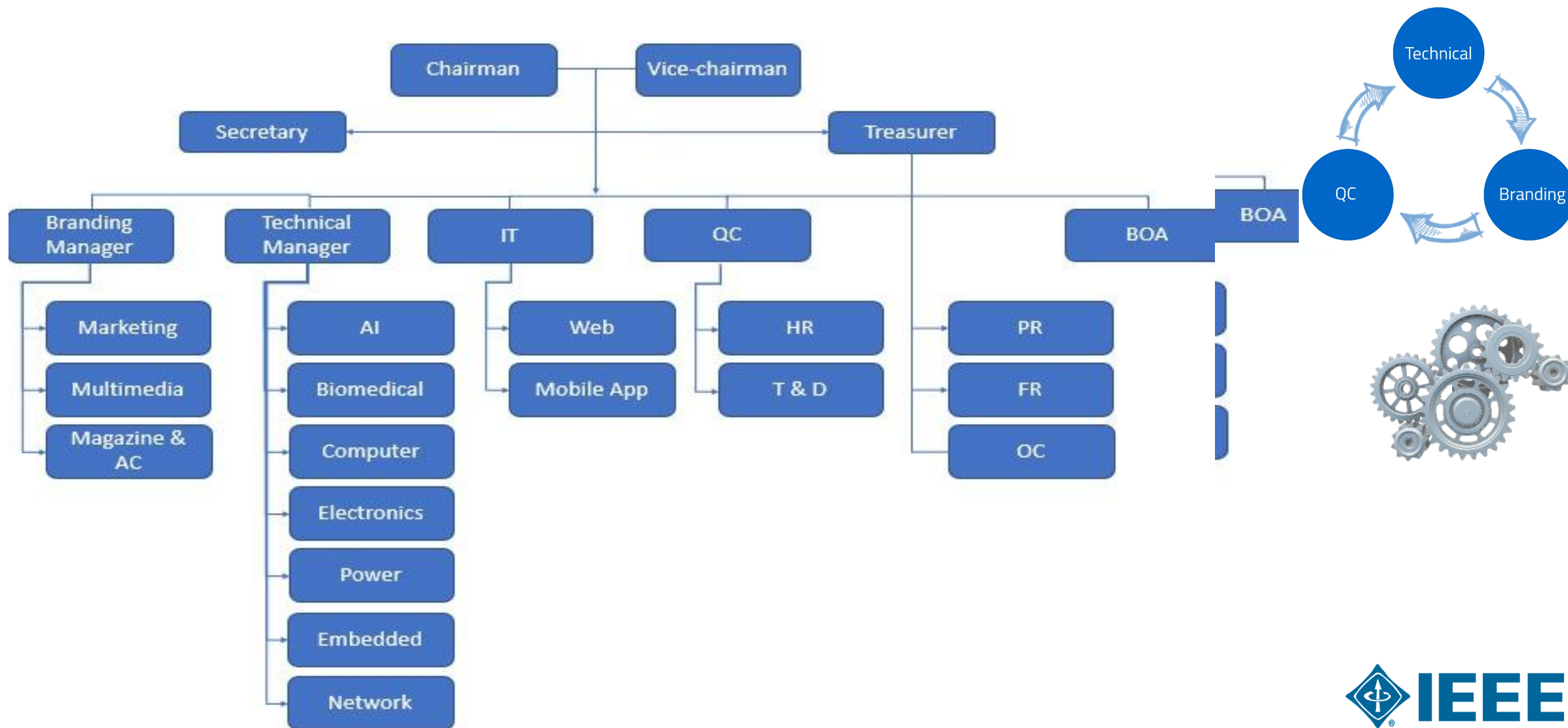
Best student activity in the faculty of engineering,
Cairo university



2009 - 2010

IEEE Regional Exemplary Student Branch Award

Structure



GOLDEN RULES

- **Respect:**

Companions, participants and everyone!

Other opinions, beliefs and identities.

Rules.

IEEE-CUSB IMAGE.

IEEE-CUSB shirt (not allowed to smoke, talk in any of restricted topics or act in an inappropriate way).

- **Restricted topics:** politics, religious, inappropriate or racist speeches UNDER ANY CONDITION.
- Be positive & always smile.
- What happens in the committee, stays in the committee.
- Everything must be documented.
- We are here to learn and make memories, so try to make it happy...
- No late phone calls except for emergencies.

Points System

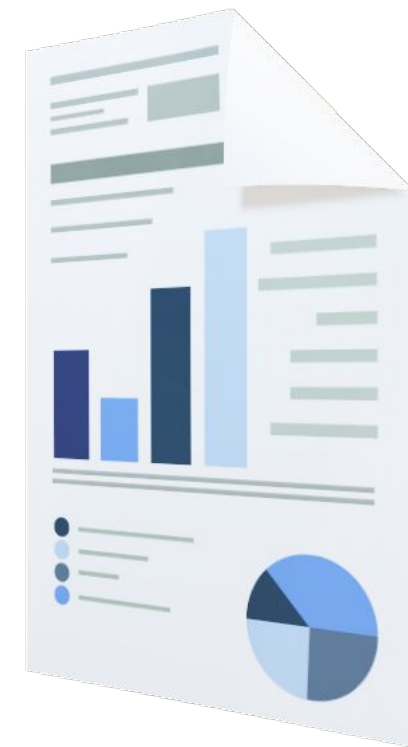
Points system

☐ Meetings

- Attendance
- On time
- Activity& behavior
- New idea

☐ Tasks

- Quality
- Deadline
- Best task
- In 24 hours
- Additional task



Points system

Meetings

- Attendance (2)
- Absence with excuse (0)
- Absence without excuse (-1)
- In time (1)
- Late (0)
- Active and good behavior (1)
- Bad behavior (-1)
- New idea (1)

Tasks

- Quality (2) from the head
- Deadline (1)
- Late with excuse (0)
- Late without excuse (-1)
- Best task (1)
- In 24 hours (1)
- Additional task (1)



Rules

Oral warning :

- ❑ When the member doesn't attend a meeting / do the task Without excuse.
- ❑ Forbidden behavior.

Warning mail :

- ❑ When the member loses more than 3 points.
- ❑ When the member absences twice in row.
- ❑ If the member has reached 3 points.



Oral warning ? Warning mail ? 2 Warning mail ? Firing

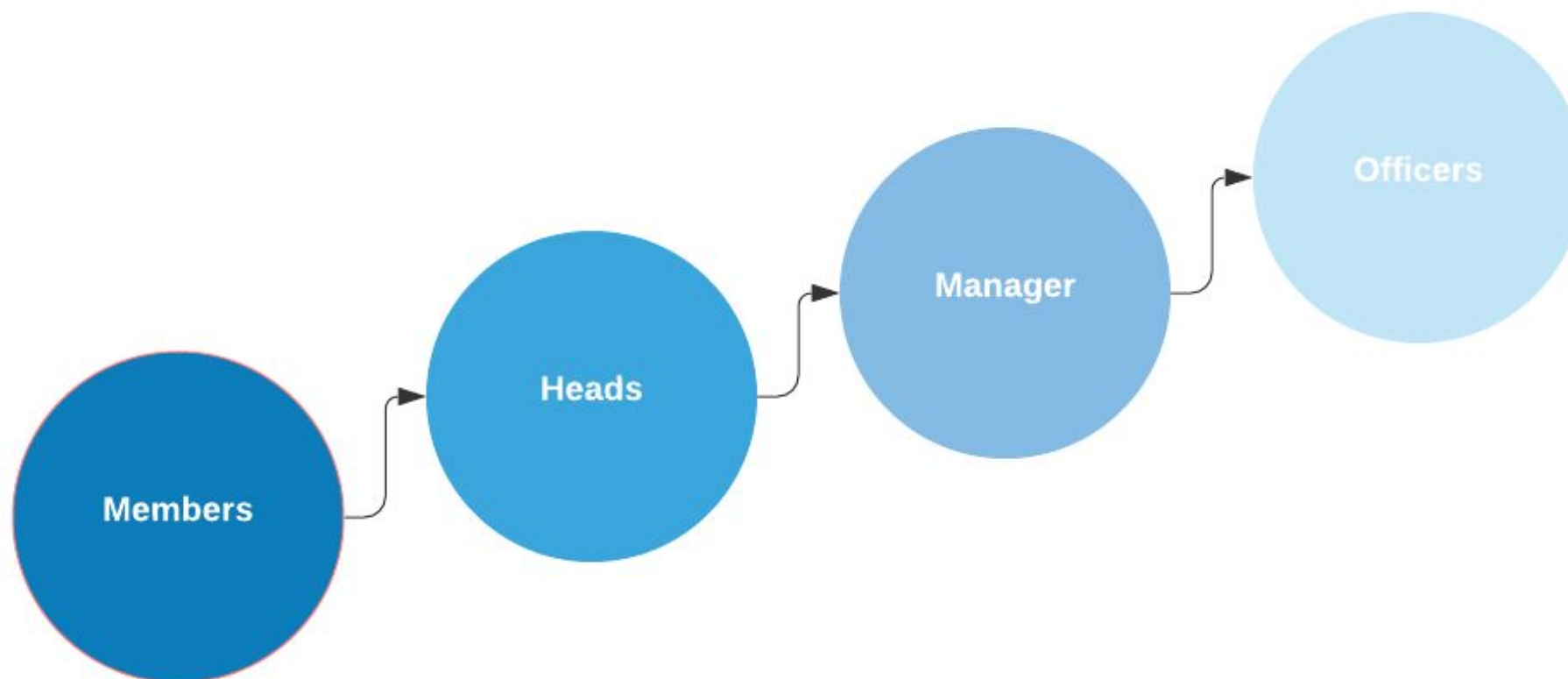
Forbidden behaviors

- Hierarchy is made to organize and not for showing off.
- Smoking during a meeting, interview, booth, event or while wearing IEEE t-shirt is forbidden!
- Bullying or talking in a rude way to any out comer is forbidden!
- Talking in political and religious matters is forbidden!
- Chewing gums is not allowed during an interview OR a booth.



Communication System

Communication System



Communication System

❖ Through Formal Mails

- E-mails should be written in good formal English and a good grammar and should be read multiple times to make sure it has no typos.
- Warning emails should be sent as an E-mail. (For HRs)

❖ Facebook Groups

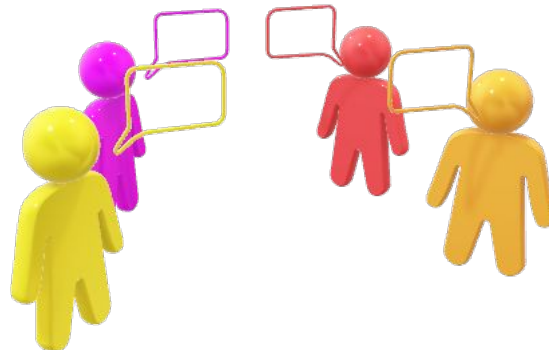
- There will be a Facebook group for the whole of IEEE-CUSB Volunteers.

❖ Google Classroom

- The tasks should be sent and submitted in Google Classroom and the meeting's agenda, MOMs, Monthly reports and feedbacks as well.
- All the announcements should be on Google Classroom.

❖ WhatsApp Groups

- There will be a WhatsApp group for each committee. This group will be managed and controlled by the committee's Head and HR.
- Members should be active in these groups and can ask questions about their tasks and help each other.



Minutes Of Meeting

MOM

Minutes of meeting (MOM)

What are meeting minutes?

Why take meeting minutes

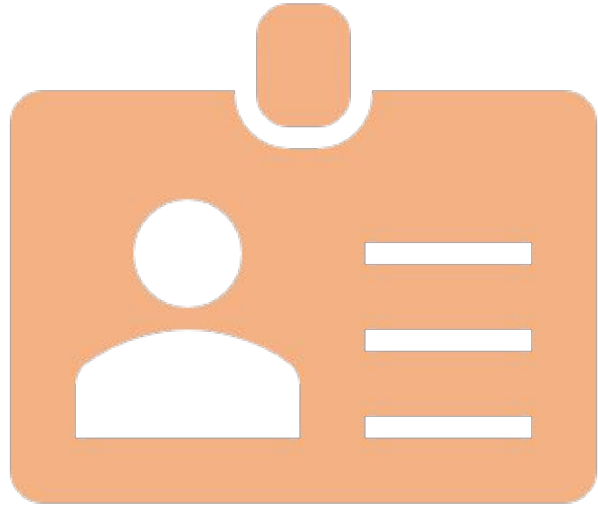
Who takes meeting minutes?

MOM

- Meeting date & time
- Members name and arrival time
- Meeting agenda
- Ideas and decisions
- Your own notes

Member's Profile

Profile



- Why do we make profiles?

Used tools

Used tools



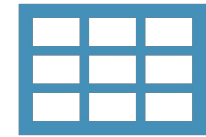
Google Classroom



Google Forms



Microsoft word /
Google Docs



Microsoft excel /
Google Spreadsheets

HR Criteria

Essential



Commitment & Time management.

The member will be committed along the season for IEEE-WIE tasks and preferably that he shouldn't be involved in many other responsibilities.



Flexibility.

The member's mind should be flexible among various problems that he faced, and how was his way of acting toward them.



Willing to learn.

The member's personality should be willing to learn. and know what is the job description of the HR.



Intrapersonal skills and self controlled.

The member should have a self control on himself, and his anger shouldn't be from his traits. he should also have good intrapersonal skills (self awareness).

Important



Team-work.

The person should have some basics about what do team-work means. and be able to deal with different personalities in a team.



Passionate.

The person should have a lot of passion about developing himself and have a big dream at the end of the road.



Problem solving.

The person should have a problem-solving skill.

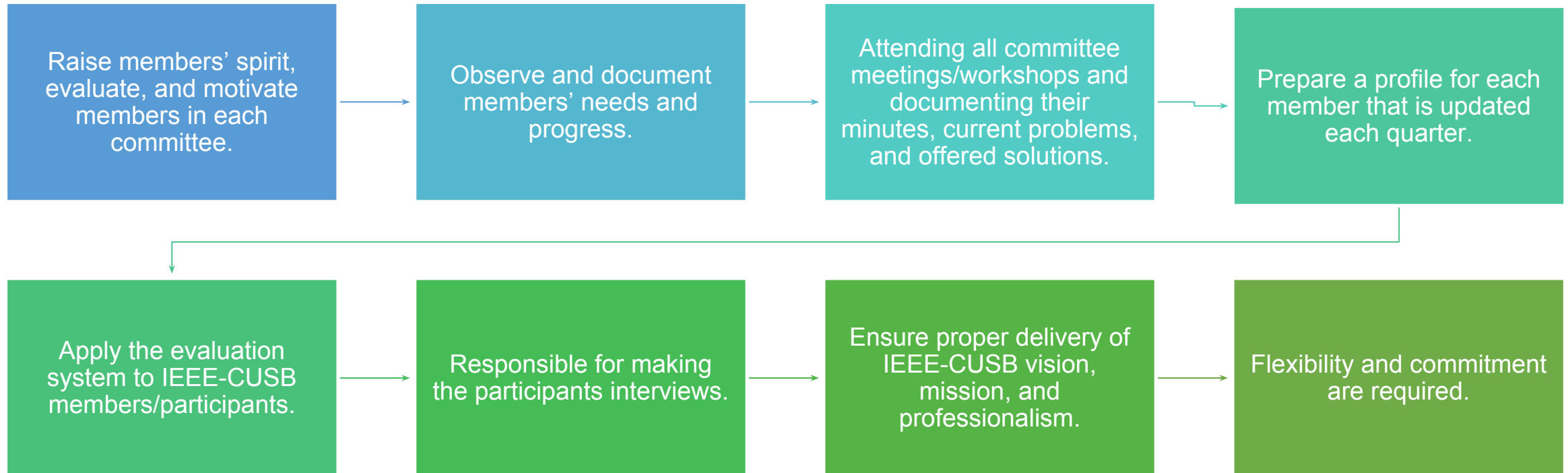


Leadership & Decision making.

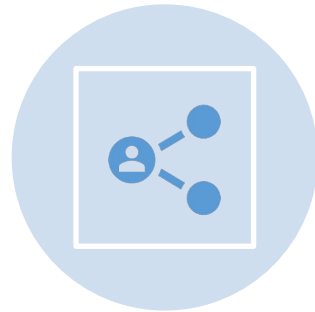
The person preferably that he aspires of becoming a leader. and has basics of leadership.

HR Job description

HR Job description



HR Job description



Raise members' spirit
and motivate members in
each committee.

HR Job description

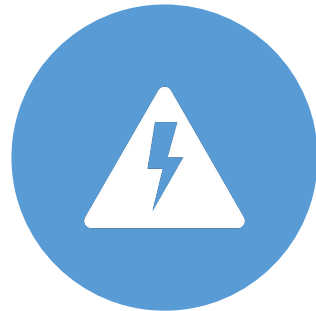


Observe and document members' needs and progress.



Attending all committee meetings/workshops and documenting their minutes, current problems, and offered solutions.

HR Job description



Apply the evaluation system to IEEE-CUSB members/participants.

HR Job description



Ensure proper delivery of IEEE-CUSB vision, mission, and professionalism.

Feedback Analysis

Feedback Analysis

Turn feedback from a monologue into a problem-solving situation

Feedback is pulled not pushed

Feedback Analysis

Micro Yes:

Feedback must include short questions as a pacing tool to Create a moment of buy-in from "Yes or No questions".

Datapoint:

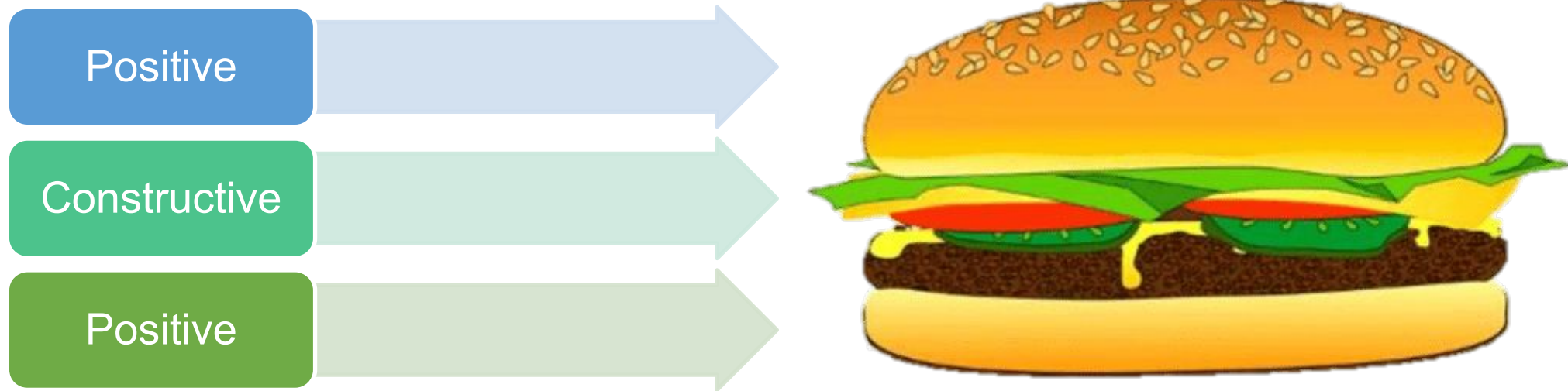
HRs must write down what the feedback giver heard or saw and convert blur words into an actual data point.

Show impact:

HRs must show members the impact of their feedback.

Feedback-Sandwich Theorem

Feedback-Sandwich Theorem



Feedback analysis process

Feedback analysis process

Collecting all
data

Divide data

Catch roots

Dividing Data

- Positive
- Negative
- Neutral
- Junk

Catch toots

- Positive feedback root is important to ensure that this positive feedback last.
- Negative feedback root is important to solve the problem.
- Neutral feedback root is important to move forward. o Junk feedback isn't important and doesn't have roots.

Leaders & Managers

Leaders & Managers



Leaders

- Know how to empower people.
- Focus on people efficiency.



Managers

- Know processes and numbers
- Focus on company efficiency

Leaders & Managers



Leaders

“ Treat people well enough
and they will stay with you “



Managers

“ Train people well enough and
they will leave you alone “

HR is leader not a manager

LEADER



- Leader don't rely on job title

Presentation skills tips

Presentation skills tips



Focus on your Audience's
Needs



Keep it Simple: Concentrate
on your Core Message



Show your Passion and
Connect with your Audience

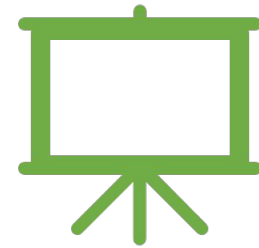
Presentation skills tips



Smile and Make Eye
Contact with your
Audience



Start Strongly, Tell Stories

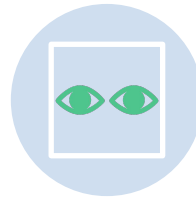


Keep your slides clean

Presentation skills tips



Use your Body
language

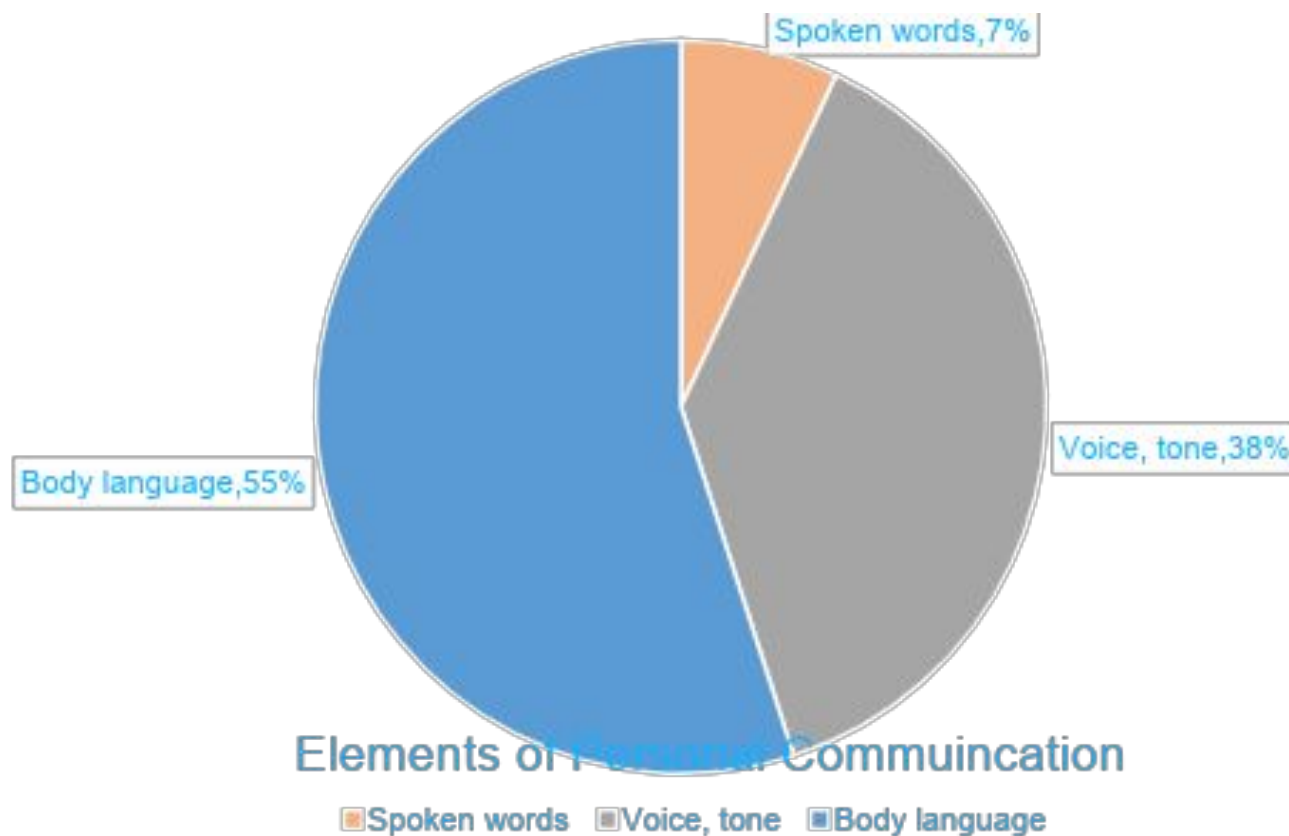


Maintain eye
contact



Use your Voice
Effectively

Presentation skills tips



Presentation skills tips



Relax, Breathe and
Enjoy



أنا من الـ HR الطيب

The main lesson of today - Break the ice

Remember to introduce yourself in a friendly way, smile, and be welcoming.



Google Sheets & Excel

Google Sheets

- How to use google sheets?
 - ✓ Mark the attended members
 - ✓ Take your notes
 - ✓ Be aware of member's behaviour

Google Sheets



How to make your own sheet?

Google Sheets

How to make your own sheet?

- ✓ Conditional Formatting
- ✓ Data validation
- ✓ Freeze