

TARGETED PARTICIPANTS:

- Intended for Supervisors
- Candidate Supervisors
- and Managers

SEMINAR FEE:

The registration fee for the seminar is Five Thousand Pesos (P 5,000.00)

Which will cover:

- Lunch
- Snacks
- Handouts
- Certificate of Completion

Payment should be made to
CLEARED, Inc.

RESERVATIONS AND INQUIRIES:

Please call
Jerowin or Vhel at telefax
(02) 928-9206

You can also email at
cleared_inc3@yahoo.com

Note:

Seminar reservation is expected. We, however, reserve the right to postpone or cancel the training program as we see fit.

Center for Labor Education, Advocacy,
Research and Development, Inc.
Room 104, U.P. - SOLAIR
Diliman, Quezon City, 1101



Center for Labor Education, Advocacy,
Research and Development, Inc.
(**CLEARED, Inc.**)

Invites you to the Two-Day Seminar on:

ADVANCE SUPERVISORY SKILLS & SOCIAL COMPLIANCE PROGRAM

August 6-7, 2009
Bonifacio Hall
U.P. - SOLAIR
Diliman, Quezon City

CLEARED, Inc.
Room 104, U.P. - SOLAIR
Diliman, Quezon City
Tel. No.: 928-9206 (CLEARED, Inc.)
Website: www.cleared.com.ph

The Center for Labor Education, Advocacy, Research and Development, Inc. (CLEARED, Inc.) is pleased to announce its seminar-workshop offering on:

ADVANCE SUPERVISORY SKILLS & SOCIAL COMPLIANCE PROGRAM

August 6-7, 2009
9:00 am – 5:00 pm

The people facilitating this seminars are both academics and practitioners:

- Prof. Ed T. Sison*, IR and management professor and former VP of Insular Life whose professional management experiences range from HRD, corporate planning, marketing and advertising.
- Prof. Jorge V. Sibal*, IR and management professor who held various managerial positions in personnel and administration, project management and project development, corporate communications and advertising.
- Prof. Boni S. Macaranas*, IR and management professor, formerly the manager of employee relations of National Steel Corp. and consultant and systems analyst Usiphil, Planters Proucts, NFA, etc.
- Atty. Nicolas B. Barriatos*, IR professor and specialist in labor law and labor relations. He was formerly Executive Assistant to the secretary of the Department of Labor and Employment.

PROGRAMME:

Day 1 – August 6

8:00-9:00 am Registration of Participants

9:00-12:00 noon – HR Management Principles

- > The System of Management and Decision Making
- > Human Resources Management (HRM) at the Firm Level
- > The Management Functions – Planning, Organizing, Actuating and Controlling
- > Behavioral approach in Supervision-Counseling, Mentoring, Performance Appraisal, etc.

Lecturer/Facilitator: Prof. Ed T. Sison

1:00-5:00 pm – Operations Management

- > TQM and Corporate Social Responsibility (CSR) in accordance with R.A. No. 9013 - Philippine Quality Award Act.
- > Continuous Process Improvement-Work Simplification and Work Measurement
- > Quality Management Tools and Techniques (e.g., ISO 9000, Malcolm Baldrige, Social Compliance, etc.

Lecturer/Facilitator: Prof. Boni S. Macaranas

Day 2 – August 7

9:00-12:00 noon – Industrial Relations and Organizational Discipline

- > Mandatory/Voluntary assessment on Labor standards
- > Components of CSR as per DOLE D.O. No. 5704
 - Corporate Governance and Strategic Management
 - Organizational Health and Safety Standards
 - Environmental Standards

Lecturer/Facilitator: Prof. Jorge V. Sibal

1:00-5:00 pm –

- > Rights of Employees and Management Prerogatives
- > Organizational Discipline and Grievance Handling
- > Labor Standards and Social Compliance

Lecturer/Facilitator: Atty. Nicolas B. Barriatos

RESERVATION/CONFIRMATION SLIP

SEMINAR - WORKSHOP ON: ADVANCE SUPERVISORY SKILLS

August 6-7, 2009

TO: CLEARED, INC./ U.P. SOLAIR Fax Nos.: (+632) 928-9206, 927-8340; telefax (+632)9207717

We are interested in attending this seminar/program, Please consider this as our reservation/confirmation.

Name: 1) _____ Nickname: _____
 2) _____ Nickname: _____
 3) _____ Nickname: _____
 4) _____ Nickname: _____

Organization/Company: _____ e mail address.: _____ Sender: _____
 Tel No/s.: _____ Position: _____
 Mobile Phone #: _____