

**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:*

**ALL  
MANAGERS  
ARE  
HR MANAGERS**

July 7-8, 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](http://www.cleared.com.ph)

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

# ALL MANAGERS ARE HR MANAGERS

**DATES:**

July 7-8, 2009  
9:00 AM – 5:00 PM

Supervisors and managers are responsible for delivering results, i.e. getting the work done. Supervisors and managers get the work done through people. All Managers (and supervisors) are people managers.

**Seminar Objective:**

At the end of the course the participants will be able to

- apply current human resource management concepts
- apply “best practices” in the discharge of their duties as managers/supervisors
- and get results in terms of productivity and quality

**PROGRAMME:**

Day 1, July 7, 2009  
9:00 am - 5:00 pm

**MODULE 1: General Management and Human Resource Management**

- Overview of the **General Management Function:**
  - Planning
  - leading
  - organizing
  - controlling
- General Management skills and competencies:**
  - Technical
  - Administrative
  - Interpersonal
- Human Resource Management**  
“From hiring to firing”

Day 2, July 8, 2009  
9:00 am - 5:00 pm

**MODULE 2: THE HUMAN RESOURCE FUNCTION**

- HR Planning:**
  - Recruitment
  - Selection
  - Placement
- Performance Evaluation:**
  - Coaching
  - Counseling
- Rewards Management
- Training and Development

**RESERVATION/CONFIRMATION SLIP**

**SEMINAR - WORKSHOP ON: ALL MANAGERS ARE HR MANAGERS**

July 7-8, 2009

TO: CLEARED, INC. Fax No.: (+632) 928-9206

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: \_\_\_\_\_  
 Tel No/s.: \_\_\_\_\_ e mail address.: \_\_\_\_\_ Sender: \_\_\_\_\_