

**SEMINAR FEE:**

The registration fee for the seminar is Six Thousand Pesos (P 6,000.00)

*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.**  
School of Labor and Industrial Relations  
University of the Philippines  
Diliman, Quezon City, 1101



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

*Invites you to the Seminar – Workshop on:*

**THE CORE FUNCTIONS  
OF  
HUMAN RESOURCE  
MANAGEMENT**

**August 10-12, 2009  
Bonifacio Hall  
UP SOLAIR  
Diliman, Quezon City**

CLEARED, Inc.  
Room 104, U.P. - SOLAIR  
Diliman, Quezon City  
Tel. Nos. 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 seminar-workshop offering on:

# The Core Functions of Human Resource Management

**DATE AND VENUE:**

**August 10-12, 2009**

*Bonifacio Hall*

*UP SOLAIR, Diliman, Quezon City*

The topics for the three-day seminar includes the following:

DAY 1: RECRUITMENT AND SELECTION: attracting the best people, on a timely basis, in sufficient numbers and with appropriate qualifications.

COMPENSATION AND BENEFITS: establishing and maintaining an equitable internal wage structure and a competitive benefits package.

DAY2: PERFORMANCE MANAGEMENT: establishing and maintaining accountability throughout the organization.

DAY 3: TRAINING AND DEVELOPMENT: ensuring that organizational members have the competencies to meet the current and future demands of the job.

**PROGRAM:**

**DAY 1**

**Recruitment and Selection**

(9:00 am to 12:00 n)

- Key Principles and Policies
- Acquisition Strategies
- Job Analysis, Position Descriptions/Specifications
- Testing, Interviewing, Final Selection
- Placement: Induction, Orientation

**Compensation and Benefits Management**

(1:00 to 5:00 pm)

- Basic Philosophy and Policies
- Benefits Planning Principles
- Job Ranking/Grading/Pricing
- Wage and Salary Structure/Administration
- Incentive Plans/Merit Plans

**DAY 2**

**Performance Management**

(9:00 am to 5:00 pm)

- Objectives of Performance Management
- Performance Planning : Goal Setting, Establishing
- Performance Standards
- Performance Review : Monitoring, Adjusting Plans
- Performance Interventions: Feed backing, Coaching, Counseling and Mentoring
- Methods Used in Performance Evaluation/Appraisal

**DAY 3**

**Training and Development**

(9:00 am to 5:00 pm)

- Human Resource Development
- Strategic Training in Support of Corporate Goals
- The Training Phases/Stages : Needs Analysis, Training Design, Implementation
- Training Evaluation
- ROI (Return on Investment) of Training

**RESERVATION/CONFIRMATION SLIP**

SEMINAR/WORKSHOP ON:

**THE CORE FUNCTIONS OF HUMAN RESOURCE MANAGEMENT**

**August 10-12, 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) \_\_\_\_\_  
 2) \_\_\_\_\_  
 3) \_\_\_\_\_  
 4) \_\_\_\_\_

Nickname: \_\_\_\_\_  
 Nickname: \_\_\_\_\_  
 Nickname: \_\_\_\_\_  
 Nickname: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

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

Mobile Phone #: \_\_\_\_\_ Position: \_\_\_\_\_

Sender: \_\_\_\_\_