

**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 Seminar – Workshop on:*

# MANAGING EMPLOYEE BENEFITS

**August 24-25, 2009  
Bonifacio Hall  
U.P. 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.) are pleased to announce its seminar offering on:

# MANAGING EMPLOYEE BENEFITS

**DATE:** August 24-25, 2009  
9:00 am - 5:00 pm

**VENUE:** Bonifacio Hall  
UP SOLAIR, Diliman, Quezon City

The seminar - workshop covers the following modules which will be conducted in a highly interactive manner:

## MODULE 1 **INTRODUCTION**

- The Meaning, Principles, Purposes and Nature of Employee Benefits
- Employee Benefits Framework
- Sources of Employee Benefits

## MODULE 2 **EMPLOYEE BENEFITS PLANNING & ADMINISTRATION**

- The Total Compensation Approach
- Defining Total Compensation Objectives

- Defining Employee Needs/Preferences
- Integration of Benefits Mix
- Proposing the Plan
- The Implementation Procedures
- Communicating the Plan
- Monitoring and Evaluating the Plan

## MODULE 3 **CONDUCTING EMPLOYEE BENEFITS SURVEY**

- Research Problem
- Research Methodology
- Data Analysis and Interpretation

## MODULE 4 **TYPICAL EMPLOYEE BENEFITS IN BUSINESS ENTERPRISES**

- Payment for Time not Worked
- Protection Against Hazards and Old Age
- Economic and Financial Assistance
- Bonuses and Incentive Schemes
- Employee Services
- Executive Sweets

## MODULE 5 **TRENDS IN EMPLOYEE BENEFITS**

- Profit-Sharing and Productivity Gain sharing Schemes
- Cafeteria Benefit Scheme
- Stock Option Plans
- Other Trends in Employee Benefits

## INTEGRATION

### RESERVATION/CONFIRMATION SLIP

**SEMINAR - WORKSHOP ON: MANAGING EMPLOYEE BENEFITS**  
**August 24-25, 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: \_\_\_\_\_  
Tel No./s.: \_\_\_\_\_ e mail address.: \_\_\_\_\_  
Sender: \_\_\_\_\_