

**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:*

**POSITIVE DISCIPLINE  
IN THE  
WORKPLACE**

**July 30-31, 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 people facilitating this seminars are both academics and practitioners:

□ **Dean Jorge V. Sibal** of U.P. – SOLAIR, **Philippine National Expert** of Asian Productivity Organization (APO) of Tokyo, Japan, Contract Researcher of ILO in Geneva, Switzerland, **former President** of Nikkeiren Alumni Association, **Social Compliance Associate** of ECOP, ILO and Verite of the USA and **IR/Management Professor** who **held various managerial and consultancy positions** in personnel, administration, project management and project development, corporate communications and advertising.

(email-sibal\_jorge@up.edu.ph;

http://www.freewebs.com\_jorge\_sibal).

Prof. Sibal is the author of two textbooks-*HRD, Industrial Relations and Management in the Philippine Setting and Philippine Labor and the Economy.*

□ **Atty. Nicolas B. Barriatos** – Faculty Lecturer of U.P.-SOLAIR with the following degrees; AB; LIB; Diploma In Industrial Relations; and Master of Industrial Relations. He is working on a thesis for his Master of Laws (LI.M).

Presently a **Labor Arbiter** at the NLRC and formerly **Executive Assistant** of the Secretary of Labor; **Graft Investigation Officer II** at the Presidential Commission Against Graft and Corruption; **Conciliator** in the Office of the then Chairman Patricia A. Sto. Tomas, Civil Service Commission; **Legal and Personnel Division**, Light Rail Transit Authority (LRTA); **Senior Corporate Attorney** at the National Housing Authority (NHA); **Administrative Assistant and Senior Legal Officer** of the then Ministry of Agrarian Reform and **Tax/Legal Researcher** at the National Tax Research Center (NTRC). Atty Barriatos is the author of the book *Glossary of Terms in Industrial Relations.*

## PROGRAMME:

### First Day – 9:00 am – 2:30 pm

- Opening Ceremonies
- Overview of the Course

### POSITIVE DISCIPLINE

- Conflict Generation and Resolution
- Communication and Positive Discipline
- Good Practices in Positive Discipline
- Organization Culture and Values Enhancement
- Counseling, Coaching & Mentoring in the Workplace

### 3:00 pm

### Workshops

Note: The participants will be divided into groups. They will be tasked to work on problems of individual and group of employees involving light offenses like tardiness, bad employee habits, etc.

### Workshop Presentation and Critiquing

### Second Day – 9:00 am – 2:30 pm

### ADMINISTRATIVE AND LEGAL ASPECTS OF DISCIPLINARY ACTIONS

- Management Prerogative and Legal Rights of Employees
- Disciplinary Actions and Procedures for Grave Offenses-Insubordination, sexual harassment, theft, drug-related offenses, etc.
- Investigation and Technical Writing
- Discipline and Grievance Procedure

### 3:00 pm

- **Workshops** in investigation and documentation on cases involving grave offenses such as insubordination, sexual harassment, theft, etc.
- **Workshop Presentation and Critiquing**

### Closing Ceremonies

## RESERVATION/CONFIRMATION SLIP

### SEMINAR ON: POSITIVE DISCIPLINE IN THE WORKPLACE

July 30-31, 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.: \_\_\_\_\_

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