



CENTER FOR LABOR EDUCATION, ADVOCACY, RESEARCH AND DEVELOPMENT, INC. (CLEARED, Inc.)

TIN NO. 004-834-830-000 NON VAT

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2009 CLEARED, Inc. TRAINING CALENDAR

Please visit us at www.cleared.com.ph

Title of Seminar	Date/s	Amount	Coordinator/ Lead Staff
Supervisory Skills Development	February 24-25	P5,000.00	Dr. Geraldine C. Maayo/ Nattie Mendigo/ Fina Lumpas
Effective Recruitment, Selection & Placement	March 5-6	P5,000.00	Dr. Virgel C. Bingham/ Mayette de Taza
STRATEGIC HRD: Organizational Development and Training	March 9-11	P6,000.00	Prof. Bonifacio S. Macaranas/ Zeny Salas
Business Writing	March 10-11	P5,000.00	Dr. Geraldine C. Maayo/ Nattie Mendigo/ Fina Lumpas
Occupational Health and Safety Management	March 26-27	P5,000.00	Dr. Isagani A.F. Yuzon/ Zeny Salas
Labor Cost Cutting without reducing Manpower	April 2, 2009	P3,000.00	Dr. Rene E. Ofreneo/ Cecil Basa
Aligning the HR Scorecard to the Company's Business Scorecard	April 14-15	P5,000.00	Prof. Bonifacio S. Macaranas/ Zeny Salas
Basic Skills in Supervision	April 16-17	P5,000.00	Prof. Jorge V. Sibal/ Lilian Cruz
5'S and Effective Records Management	April 22-23	P5,000.00	Dr. Virgel C. Bingham/ Mayette de Taza
Leadership Training for Managers & Supervisors	April 23-24	P5,000.00	Dr. Geraldine C. Maayo/ Nattie Mendigo/ Fina Lumpas
Measuring Empowerment at the Work Place: A positive-sum game	April 29-30	P5,000.00	Dr. Virginia A. Teodosio / Lilian S. Cruz
Supervisors and Managers as People Manager (Davao City)	May 6-7	P5,000.00	Prof. Bonifacio S. Macaranas/ Zeny Salas
Leading a Leadership Team: What it takes to make them great	May 7-8	P5,000.00	Dr. Virginia A. Teodosio / Fina Lumpas
Work Systems: Manualizing Policies & Procedures	May 12-13	P5,000.00	Prof. Bonifacio S. Macaranas/ Zeny Salas
Assertiveness Seminar	May 19-20	P5,000.00	Dr. Geraldine C. Maayo/ Nattie Mendigo/ Fina Lumpas
Job Evaluation and Wage/Salary	May 19-20	P5,000.00	Dr. Virgel C. Bingham/

Administration (Baguio City)			Mayette de Taza
Enhancing Quality Customer Service (Baguio City)	May 21-22	P5,000.00	Dr. Virgel C. Bingham/ Mayette de Taza
Conducting Administrative Investigation	May 20-21	P5,000.00	Prof. Jorge V. Sibal/ Lilian Cruz
Community Relations Program	May 14-15	P5,000.00	Prof. Jorge V. Sibal/ Lilian Cruz
Employee Benefits & Retirement Planning	May 26-27	P5,000.00	Dr. Virginia A. Teodosio / Lilian S. Cruz
Systematic Managerial Analysis: Problem Solving & Decision-Making Skills	postponed	P5,000.00	Dr. Virgel C. Bingham/ Mayette de Taza
Collective Bargaining and Negotiation Skills for Trade Unions	June 9-10	P5,000.00	Dr. Rene E. Ofreneo/ Cecil Basa
Entrepreneur-Manpower Service Cooperatives	postponed	P5,000.00	Dr. Virginia A. Teodosio / Fina Lumpas
Interviewing and the Changing World of Work	postponed	P5,000.00	Dr. Virginia A. Teodosio / Fina Lumpas
Problem Solving & Decision Making Skills	June 16-17	P5,000.00	Dr. Geraldine C. Maayo/ Nattie Mendigo/ Fina Lumpas
All Managers are HR Managers	July 7-8	P5,000.00	Prof. Bonifacio S. Macaranas/ Zeny Salas
Work & Personal effectiveness of Secretaries & Admin. Assistants	July 21-23	P6,000.00	Dr. Virgel C. Bingham/ Mayette de Taza
Workplace Counseling	July 27-28	P5,000.00	Dr. Geraldine C. Maayo/ Nattie Mendigo
Republic Act 9520: Cooperative Code of 2008	July 28-29	P5,000.00	Dr. Virginia A. Teodosio / Lilian S. Cruz
Positive Discipline in the Workplace	July 30-31	P5,000.00	Prof. Jorge V. Sibal/ Lilian Cruz
Manpower Cooperatives: Making people your competitive advantage	July 30-31	P5,000.00	Dr. Virginia A. Teodosio / Fina Lumpas
Policy Analysis in the Workplace	August 3-4	P5,000.00	Dr. Isagani A.F. Yuzon/ Zeny Salas
Advance Supervisory Skills	August 6-7	P5,000.00	Prof. Jorge V. Sibal/ Lilian Cruz
A Behavioral Approach to Management Development	August 6-7	P5,000.00	Dr. Geraldine C. Maayo/ Nattie

			Mendigo/ Fina Lumpas
The Core Functions of Human Resource Development	August 10-12	P6,000.00	Prof. Bonifacio S. Macaranas/ Zeny Salas
Maximizing Workplace Learning and Performance of an Aging Workforce	August 13-14	P5,000.00	Dr. Virginia A. Teodosio / Zeny Salas
Supervisory Skills Development	August 13-14	P5,000.00	Dr. Geraldine C. Maayo / Fina Lumpas
Managing Employee Benefits	August 24-25	P5,000.00	Dr. Virgel C. Binghay/ Mayette de Taza
Job Evaluation & Wage/ Salary Administration	August 26-28	P6,000.00	Dr. Virgel C. Binghay/ Mayette de Taza
Business Writing	September 3-4	P5,000.00	Dr. Geraldine C. Maayo/ Nattie Mendigo/ Fina Lumpas
Training the Trainer	September 7-9	P6,000.00	Prof. Bonifacio S. Macaranas/ Zeny Salas
Trade Union Financial Management and Bookkeeping	September 9-11	P6,000.00	Atty. Jonathan P. Sale/ Cecil Basa
Building Capabilities on Empowerment and Partnership in the Public Sector	September 14-15	P5,000.00	Dr. Virginia A. Teodosio / Zeny Salas
Updates on Landmark Supreme Court Cases in Contracting, Terminations and Wage Administration 2005-2008	September 16-17	P5,000.00	Dr. Rene E. Ofreneo/ Leian Marasigan
Coaching, Counseling and Team Building Skills for Managers and Supervisors	September 17-18	P5,000.00	Dr. Isagani A.F. Yuzon/ Zeny Salas
ORGANIZATION DEVELOPMENT: An Advanced Trainers Course	September 23-25	P6,000.00	Dr. Virgel C. Binghay/ Mayette de Taza
WORK SYSTEMS: Manualizing Policies and Procedures	October 6-7	P5,000.00	Prof. Bonifacio S. Macaranas/ Zeny Salas
Labor Standards Law and Jurisprudence	October 7-8	P5,000.00	Atty. Jonathan P. Sale/ Leian Marasigan
Labor Relations Laws for Non-Lawyers	October 22-23	P5,000.00	Dr. Rene E. Ofreneo/ Cecil Basa
HRM Applications of Workplace Counseling	October 27-28	P5,000.00	Prof. Bonifacio S. Macaranas/ Zeny Salas
Managing and Appraising Employee Performance	October 29-30	P5,000.00	Dr. Virgel C. Binghay/ Mayette de Taza
Time & Stress Management	November 5-6	P5,000.00	Dr. Geraldine C. Maayo/ Nattie Mendigo
Positive Handling of Employee	November 9-10	P5,000.00	Dr. Rene E. Ofreneo/

Disciplinary Cases			Leian Marasigan
Occupational Health and Safety Management	November 11-13	P6,000.00	Dr. Isagani A.F. Yuzon/ Zeny Salas
Update on Current HR “Best Practices”	November 17-18	P5,000.00	Prof. Bonifacio S. Macaranas/ Zeny Salas
Policy Analysis in the Workplace	November 23-24	P5,000.00	Dr. Isagani A.F. Yuzon/ Zeny Salas
Systematic Managerial Analysis	November 26-27	P5,000.00	Dr. Virgel C. Bingham/ Mayette de Taza
Leading with Emotional Intelligence	December 8-9	P5,000.00	Dr. Geraldine C. Maayo/ Fina Lumpas
Job Evaluation and Wage/Salary Administration	December 9-11	P6,000.00	Dr. Virgel C. Bingham/ Mayette de Taza

FOR RESERVATION AND INQUIRIES:

Please call;

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 Mayette : 920-7693
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 Jerowin : 928-9206

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