



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

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

Bonifacio Hall, UP SOLAIR, Jacinto Street, U.P. Campus, Diliman, Quezon City 1101

Tel / Fax No. 928-9206; [www.cleared.com.ph](http://www.cleared.com.ph)

## 2009 CLEARED, Inc. TRAINING CALENDAR

Please visit us at [www.cleared.com.ph](http://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
Supervisors and Managers as People Manager (Davao City)	May 6-7	P5,000.00	Prof. Bonifacio S. Macaranas/ Zeny Salas
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 Administration (Baguio City)	May 19-20	P5,000.00	Dr. Virgel C. Bingham/ Mayette de Taza
Enhancing Quality Customer Service (Baguio City)	May 21-22	P5,000.00	Dr. Virgel C. Bingham/ Mayette de Taza
Conducting Administrative	May 20-21	P5,000.00	Prof. Jorge V. Sibal/

Investigation			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
Collective Bargaining and Negotiation Skills for Trade Unions	June 9-10	P5,000.00	Dr. Rene E. Ofreneo/ Cecil Basa
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. Binghay/ Mayette de Taza
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
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
Writing for Business (A seminar on Business Writing)	August 5-6	P5,000.00	Dr. Geraldine C. Maayo/ Nattie Mendigo/ Fina Lumpas
A Behavioral Approach to Management Development	August 11-12	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
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
Training the Trainer	September 7-9	P6,000.00	Prof. Bonifacio S. Macaranas/ Zeny Salas
Building Capabilities on Empowerment and Partnership	September 14-15	P4,000.00	Dr. Virginia A. Teodosio / Zeny Salas

in the Public Sector			
Paralegal Course	September 16-18	P6,000.00	Dr. Rene E. Ofreneo/ Cecile Basa
Organization Development (OD) and Strategic Training	September 22-23	P5,000.00	Dr. Isagani A. F. Yuzon/ Zeny S. Salas
Career Development and Succession Planning	September 24-25	P4,800.00	
Effective HR Audit	September 28-29	P6,000.00	Dr. Virgel C. Binghay/ Mayette de Taza
Conducting Administrative Investigation	October 1-2	P5,000.00	Prof. Jorge V. Sibal/ Lilian Cruz
Project Development & Project Management	October 8-9	P5,000.00	Prof. Jorge V. Sibal/ Lilian Cruz
WORK SYSTEMS: Manualizing Policies and Procedures	October 12-13	P5,000.00	Prof. Bonifacio S. Macaranas/ Zeny Salas
Building Effective Teams in the Workplace	October 14-16	P6,000.00	Prof. Ronahlee A. Asuncion/ Zeny Salas
MANAGING HUMAN RESOURCES IN THE BUSINESS PROCESS OUTSOURCING INDUSTRY	October 19-21	P6,000.00	Dr. Virgel C. Binghay/ Mayette de Taza
Labor Relations Laws for Non- Lawyers	October 22-23	P5,000.00	Dr. Rene E. Ofreneo/ Cecil Basa
Basic Training Administration Skills for Training Assistants	October 26-27	P5,000.00	Dr. Virgel C. Binghay/ Mayette de Taza
Rewards Management: Salary Administration & Benefit Planning	October 27-29	P6,000.00	Prof. Bonifacio S. Macaranas/ Zeny Salas
Time & Stress Management	November 5-6	P5,000.00	Dr. Geraldine C. Maayo/ Nattie Mendigo
Managing Employee Benefits	November 9-10	P5,000.00	Dr. Virgel C. Binghay/ Mayette de Taza
Job Evaluation and Wage/Salary Administration	November 11-13	P6,000.00	
Positive Handling of Employee Disciplinary Cases	November 9-10	P5,000.00	Dr. Rene E. Ofreneo/ 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
Work & Personal Effectiveness for Secretaries & Admin. Asst.	November 18-20	P5,000.00	Dr. Virgel C. Binghay/ Mayette de Taza
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;*

Jerowin : 928-9206

*e-mail reservation to;*

cleared\_inc3@yahoo.com