

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:

POLICY ANALYSIS IN THE WORKPLACE

**August 3-4, 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

The Center for Labor Education, Advocacy, Research and Development, Inc. (CLEARED, Inc.) is pleased to announce its seminar offering on:

POLICY ANALYSIS IN THE WORKPLACE

DATE AND VENUE:

August 3-4, 2009
9:00 am - 5:00 pm
Bonifacio Hall
UP SOLAIR, Diliman, Quezon City

OBJECTIVES

Participants will be able to:

- develop an appreciation and understanding on the nature, organization and processes involved in policy-making and program administration;
- acquire knowledge and skills in formulating, implementing, monitoring and evaluating programs and policies; and
- apply knowledge and skills acquired in formulating, implementing, monitoring and evaluating programs and policies in the workplace.

Topic Outline:

Day 1 – August 3

MODULE I THE NATURE OF WORKPLACE POLICY

- The Organization
- Policy problems
- Meanings & uses of policies
- Goals
- Ethics

MUDULE II THE POLICY-MAKING PROCESS

- Leadership
- Decision-making
- The policy system
- The environment
- The process of policy communication

Day 2 – August 4

MODULE III POLICY IMPLEMENTATION & PROGRAM ADMINISTRATION

- Approaches to implementation
- Planning for successful implementation
- Conditions of effective implementation

MODULE IV MONITORING & EVALUATING POLICIES

- Policy problems
- Approaches to evaluation
- Approaches & techniques for monitoring
- Evaluating policy performance
- Recommending policy actions

RESERVATION/CONFIRMATION SLIP

SEMINAR - WORKSHOP ON: POLICY ANALYSIS IN THE WORKPLACE
August 3-4, 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) _____ Nickname: _____
2) _____ Nickname: _____
3) _____ Nickname: _____
4) _____ Nickname: _____
Organization/Company: _____
Tel No./s.: _____ e mail address.: _____ Sender: _____