



Center for Labor Education, Advocacy,
Research and Development, Inc.
(CLEARED, Inc.)

Invites you to the Two-Day Seminar on:

ADVANCE SUPERVISORY SKILLS & SOCIAL COMPLIANCE PROGRAM

May 19-20, 2010
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

TARGETED PARTICIPANTS:

- Intended for Supervisors
- Candidate Supervisors
- and Managers

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



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

**ADVANCE
SUPERVISORY SKILLS
& SOCIAL COMPLIANCE
PROGRAM**
May 19-20, 2010
9:00 am – 5:00 pm

The people facilitating this seminars are both academics and practitioners:

- Prof. Ed T. Sison*, IR and management professor and former VP of Insular Life whose professional management experiences range from HRD, corporate planning, marketing and advertising.
- Prof. Jorge V. Sibal*, IR and management professor who held various managerial positions in personnel and administration, project management and project development, corporate communications and advertising.
- Prof. Boni S. Macaranas*, IR and management professor, formerly the manager of employee relations of National Steel Corp. and consultant and systems analyst Usiphil, Planters Proucts, NFA, etc.
- Atty. Nicolas B. Barriatos*, IR professor and specialist in labor law and labor relations. He was formerly Executive Assistant to the secretary of the Department of Labor and Employment.

PROGRAMME:

Day 1 – May 19, 2010

8:00-9:00 am Registration of Participants

9:00-12:00 noon – HR Management Principles

- > The System of Management and Decision Making
- > Human Resources Management (HRM) at the Firm Level
- > The Management Functions – Planning, Organizing, Actuating and Controlling
- > Behavioral approach in Supervision-Counseling, Mentoring, Performance Appraisal, etc.

Lecturer/Facilitator: Prof. Ed T. Sison

1:00-5:00 pm – Operations Management

- > TQM and Corporate Social Responsibility (CSR) in accordance with R.A. No. 9013 - Philippine Quality Award Act.
- > Continuous Process Improvement-Work Simplification and Work Measurement
- > Quality Management Tools and Techniques (e.g., ISO 9000, Malcolm Baldrige, Social Compliance, etc.

Lecturer/Facilitator: Prof. Boni S. Macaranas

Day 2 – May 20, 2010

9:00-12:00 noon – Industrial Relations and Organizational Discipline

- > Mandatory/Voluntary assessment on Labor standards
- > Components of CSR as per DOLE D.O. No. 5704
- Corporate Governance and Strategic Management
- Organizational Health and Safety Standards
- Environmental Standards

Lecturer/Facilitator: Prof. Jorge V. Sibal

1:00-5:00 pm –

- > Rights of Employees and Management Prerogatives
- > Organizational Discipline and Grievance Handling
- > Labor Standards and Social Compliance

Lecturer/Facilitator: Atty. Nicolas B. Barriatos

SEMINAR - WORKSHOP ON: ADVANCE SUPERVISORY SKILLS

RESERVATION/CONFIRMATION SLIP

May 19-20, 2010

TO: CLEARED, INC./ U.P. SOLAIR Fax Nos.: (+632) 928-9206, 927-8340; tel/fax (+632)9207717

We are interested in attending this seminar/program, Please consider this as our reservation/confirmation.

Name: 1) _____

2) _____

3) _____

4) _____

Organization/Company: _____

Tel No/s.: _____

e mail address: _____

Sender: _____

Position: _____