



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

Invites you to the *Two-Day Seminar* on:

ALL MANAGERS ARE HR MANAGERS

April 13-14, 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

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 offering:

ALL MANAGERS ARE HR MANAGERS

DATES:

**April 13-14, 2010
9:00 AM – 5:00 PM**

Supervisors and managers are responsible for delivering results, i.e. getting the work done. Supervisors and managers get the work done through people. All Managers (and supervisors) are people managers.

Seminar Objective:

At the end of the course the participants will be able to

- apply current human resource management concepts
- apply “best practices” in the discharge of their duties as managers/supervisors
- and get results in terms of productivity and quality

PROGRAMME:

Day 1, April 13, 2010
9:00 am - 5:00 pm

MODULE 1: General Management and Human Resource Management

- Overview of the General Management Function:

Planning leading organizing controlling

- General Management skills and competencies:

Technical Administrative Interpersonal

- Human Resource Management “From hiring to firing”

Day 2, April 14, 2010
9:00 am - 5:00 pm

MODULE 2: THE HUMAN RESOURCE FUNCTION

- HR Planning:** Recruitment Selection Placement
- Performance Evaluation:** Coaching Counseling Rewards Management Training and Development

SEMINAR - WORKSHOP ON: ALL MANAGERS ARE HR MANAGERS

RESERVATION/CONFIRMATION SLIP

April 13-14, 2010

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) _____
 Organization/Company: _____
 Tel No/s.: _____
 e mail address: _____
 Sender: _____