



Basic Skills in SUPERVISION

March 4-5, 2010
9:00 am – 5:00 pm
Bonifacio hall
U.P. SOLAIR

Seminar Fee:

The registration fee for the seminar is Five Thousand Pesos only (P5,000.00) . Payments should be made payable to CLEARED, Inc.

Which will cover:

- Lunch
- Snacks
- Handouts
- Certificate of Completion

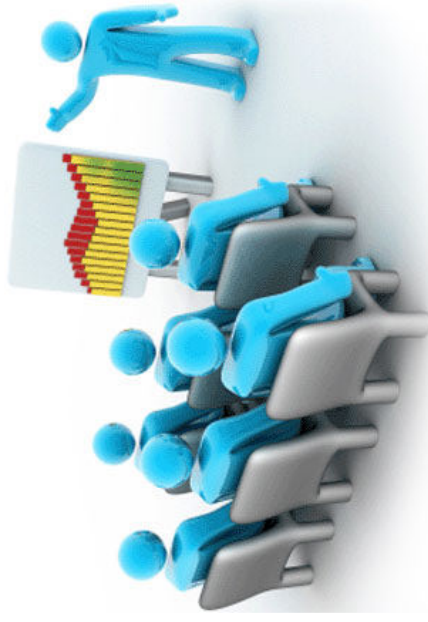
For reservation and inquiries:

Please call Jerwin or Vhel
At telefax (02 – 9289206)

You can also email at
cleared_inc3@yahoo.com

note:

We also offer this seminar in-house and regional basis. Seminar reservation is expected. We, however, reserve the right to postpone or cancel the training program as we see fit.



CLEARED
incorporated

Center for Labor Education, Advocacy,
Research and Development, Inc.
Room 104, Bonifacio Hall, UP SOLAIR
Diliman, Quezon City, 1101

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BASIC SKILLS IN SUPERVISION

MARCH 4-5, 2010

The Center for Labor Education, Advocacy, Research and Development, Inc. (CLEARED, Inc.) is pleased to announce this two-day seminar offering.

The people facilitating this seminars are both academics and practitioners;



Dean Jorge V. Sibal of UP SOLAIR, Philippine National Expert of Asian Productivity Organization (APO) of Tokyo, Japan, Contract Researcher of ILO in Geneva, Switzerland, former President of Nikkeiren Alumni Association, Social Compliance Associate of ECOP, ILO and Veritae of the USA and IR/Management Professor who held various managerial and consultancy positions in personnel, administration, project management and project development, corporate communications and advertising.



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.

Objectives:

At the end of the seminar-workshop, the participants will have a basic understanding of the basic supervisory and organizational skills and leadership and they should be able to apply these supervisory skills in participative management in their actual work situations.

CLEARED conducts training, research and community service for labor empowerment and an enlightened industrial relations

HOW CAN WE HELP YOU?

*RESERVATION / CONFIRMATION SLIP

Seminar-Workshop on: BASIC SKILLS IN SUPERVISION
March 4-5, 2010

TO: CLEARED, Inc.

Fax No.: (+632) 928-9206

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

Name: 1) _____
2) _____
3) _____
4) _____
Organization/Company: _____
Tel No/s: _____
Fax No.: _____
Sender: _____
Position: _____

PROGRAMME

Day 1 – March 4, 2010

9:00 am – 5:00 pm

Communications the Administrative Functions of the Supervisor

- Basic Communications and Negotiations Techniques
- Steps in Effective Written Communications for Supervisors
- Practical Exercises in Written Communications
- Administrative Principles and Supervision
- Directing and Coordinating Work
- Workshops and Exercises

Lecturer/Facilitator: Prof. Jorge V. Sibal

Day 2 – March 5, 2010

9:00 am – 5:00 pm

Leadership and Behavioral Skills in Supervision

- Leadership Style
- Teambuilding and Harnessing the Capabilities of Subordinates
- Coaching, Mentoring, Listening and Counseling
- Performance Appraisal Skills and Techniques
- Stress and Time Management
- Workshops and Exercises

Lecturer/Facilitator: Prof. Ed T. Sison

Methodologies:

Lectures, Workshops, Cases and Exercises