



Building **EFFECTIVE TEAMS** In the Workplace

March 17-19, 2010
9:00 am – 5:00 pm
Bonifacio hall
U.P. SOLAIR

Seminar Fee:

The registration fee for the seminar is Six
Thousand Pesos only (P6,000.00) . Payments
should be made payable to CLEARED, Inc.

Which will cover:

Lunch
Snacks
Handouts
Certificate of Completion

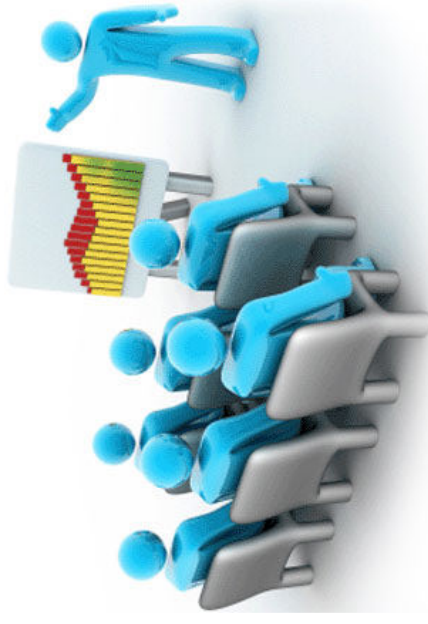
For reservation and inquiries:

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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Diliman, Quezon City
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BUILDING EFFECTIVE TEAMS IN THE WORKPLACE

MARCH 17-19, 2010

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

Course Objective/s:

At the end of the course, the participants would be able to be an effective member of a team in the workplace.

Specifically, they would be able to:

1. understand the meaning and purpose of teams;
2. have an adequate background on improving task accomplishment;
3. identify the range of issues connected with the team and its operation;
4. develop competence and effectiveness as a team member by considering the following dimensions: a) the individual team member; b) the task of the team; c) the team itself; and the d) organization; and
5. apply the proper techniques and approaches for an effective team in the workplace.

Methodologies :

This course will be conducted with a combination of lectures, structured learning, and practical exercises.

Lecturers:

Prof. Ronahlee A. Asuncion
Professor
U.P. SOLAIR

Dr. Paz Diaz
Former Dean
UP Open University

OUTLINE:

Day 1 – March 17, 2010

Module I: The Meaning & Purpose of Teams

Module II. The Individual

- Motivation
- The Individual Resources

Day 2 – March 18, 2010

Module III: The Task

- Goals and Targets

Module IV. The Organization and the Team

- The Team
- The Informal Group
- Team Leadership

DAY 3 – March 19, 2010

- Communication and Relationships
- Influence
- Team Conflict
- Team Problems and Decisions
- Characteristics of Effective Meetings

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

HOW CAN WE HELP YOU?

Seminar-Workshop on: BUILDING EFFECTIVE TEAMS IN THE WORKPLACE

March 17-19, 2010

TO: CLEARED, Inc.

Fax No.: (+632) 928-9206

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

*RESERVATION / CONFIRMATION SLIP

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