



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

*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.

*Invites you to the Seminar – Workshop on:*

# THE CORE FUNCTIONS OF HUMAN RESOURCE MANAGEMENT

February 16-18, 2010  
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](http://www.cleared.com.ph)

CENTER FOR LABOR EDUCATION, ADVOCACY  
RESEARCH AND DEVELOPMENT, INC.  
School of Labor and Industrial Relations  
University of the Philippines  
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:

# The Core Functions of Human Resource Management

## DATE AND VENUE:

February 16-18, 2010

Bonifacio Hall

UP SOLAIR, Diliman, Quezon City

The topics for the three-day seminar includes the following:

DAY 1: RECRUITMENT AND SELECTION: attracting the best people, on a timely basis, in sufficient numbers and with appropriate qualifications.

COMPENSATION AND BENEFITS: establishing and maintaining an equitable internal wage structure and a competitive benefits package.

DAY 2: PERFORMANCE MANAGEMENT: establishing and maintaining accountability throughout the organization.

DAY 3: TRAINING AND DEVELOPMENT: ensuring that organizational members have the competencies to meet the current and future demands of the job.

## PROGRAM:

### DAY 1

#### Recruitment and Selection

(9:00 am to 12:00 n)

- Key Principles and Policies
- Acquisition Strategies
- Job Analysis, Position Descriptions/Specifications
- Testing, Interviewing, Final Selection
- Placement: Induction, Orientation

#### Compensation and Benefits Management

(1:00 to 5:00 pm)

- Basic Philosophy and Policies
- Benefits Planning Principles
- Job Ranking/Grading/Pricing
- Wage and Salary Structure/Administration
- Incentive Plans/Merit Plans

### DAY 2

#### Performance Management

(9:00 am to 5:00 pm)

- Objectives of Performance Management
- Performance Planning : Goal Setting, Establishing Performance Standards
- Performance Review : Monitoring, Adjusting Plans
- Performance Interventions: Feed backing, Coaching, Counseling and Mentoring
- Methods Used in Performance Evaluation/Appraisal

### DAY 3

#### Training and Development

(9:00 am to 5:00 pm)

- Human Resource Development
- Strategic Training in Support of Corporate Goals
- The Training Phases/Stages : Needs Analysis, Training Design, Implementation
- Training Evaluation
- ROI (Return on Investment) of Training

## RESERVATION/CONFIRMATION SLIP

### SEMINAR/WORKSHOP ON: THE CORE FUNCTIONS OF HUMAN RESOURCE MANAGEMENT

February 16-18, 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: \_\_\_\_\_

Position: \_\_\_\_\_

Mobile Phone #: \_\_\_\_\_