



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

Invites you to the Seminar – Workshop on:

DESIGN & ADMINISTRATION OF TRAINING PROGRAMS

February 24-26, 2010
Bonifacio Hall
U.P. 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

SEMINAR FEE:

The registration fee of Six Thousand Pesos (P 6,000.00) covers 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

RESOURCE SPEAKERS:

❖ Dr. Virgel C. Bingham
*U.P. Associate Professor
of Industrial Relations; Consultant;
and Former HR Practitioner*

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



DESIGN & ADMINISTRATION OF TRAINING PROGRAMS

February 24-26, 2010
9:00 am – 5:00 pm

Seminar Objective:

At the end of the two day highly interactive course, the participants would be able to design and implement simple training programs.

Specifically, they would be able to:

- Determine when to use training as intervention for organizational effectiveness;
- Conduct basic training needs analysis using a variety of techniques;
- Formulate learning objectives using the behavioral approach and based on diagnosed organizational needs;
- Organize basic learning activity that specifies: topics, schedule, methodologies and audio-visual aids;
- Conduct and administer basic training programs;

- Evaluate program effectiveness based on pre-set learning objectives; and
- Discuss at least five trends and developments in training.

Course Content:

- Module 1. The Meaning, Purpose, Nature and Types of Training
- Module 2. Principles of Adult Learning
- Module 3. Training Cycle and Trainer Competencies
- Module 4. Determining Training Needs
- Module 5. Establishing Training Objectives Module 6. Designing Training Curriculum
- Module 7. Training Methodologies
- Module 8. Facilitation and Structured Learning Experiences
- Module 9. Audio-Visual Aids
- Module 10. Training Administration
- Module 11. High Impact Presentation
- Module 12. Training Evaluation
- Module 13. Training Proposal and Budget
- Module 14. Trends in Training and Development
- Module 15. Linking Training to HR/IR System

Seminar Fee:

Php 6,000.00 per participant inclusive of lunch, am & pm snacks, handouts and certificate of completion. Checks must be made payable to CLEARED, Inc.

Discount Rate:

10% discount on seminar fee if participant attends in all four seminars specified in the brochures.

RESERVATION/CONFIRMATION SLIP

SEMINAR – WORKSHOP ON: DESIGN AND ADMINISTRATION OF TRAINING PROGRAMS

February 24-26, 2010

TO: CLEARED, INC./ U.P. SOLAIR, Dilliman, Quezon City Fax Nos.: (+632) 928-9206, 927-8340; teléfax (+632)9207717
We are interested in attending this seminar/program. Please consider this as our reservation/confirmation.

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