



**CENTER FOR LABOR EDUCATION, ADVOCACY, RESEARCH AND DEVELOPMENT, INC. (CLEARED, Inc.)**

A Partner Foundation of University of the Philippines – School of Labor and Industrial Relations

TIN NO. 004-834-830-000 NON VAT

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## 2010 CLEARED, Inc. TRAINING CALENDAR

Please visit us at [www.cleared.com.ph](http://www.cleared.com.ph)

<b>Title of Seminar</b>	<b>Date/s</b>	<b>Amount</b>	<b>Coordinator/ Lead Staff</b>
Business Writing	January 19-20	P-5,000.00	Dr. Geraldine C. Maayo/ Ms. Nattie Mendigo
Positive Discipline in the Workplace	January 21-22	P-5,000.00	Prof. Jorge V. Sibal / Ms. Lilian S. Cruz
Supervisory Skills Development	January 26-27	P-5,000.00	Dr. Geraldine C. Maayo/ Ms. Nattie Mendigo
Cooperative & other forms of Contracting and Outsourcing Arrangements	February 4-5	P-5,000.00	Dr. Rene E. Ofreneo/ Ms. Leian Marasigan
Effective Recruitment, Selection & Placement	February 8-10	P-6,000.00	Dr. Virgel C. Bingham / Ms. Mayette G. de Taza
Managing the Training Function	February 11-12	P-5,000.00	Prof. Ronahlee A. Asuncion/ Ms. Zeny S. Salas
The Core Functions of Human Resource Management	February 16-18	P-6,000.00	Prof. Bonifacio S. Macaranas/ Ms. Zeny S. Salas
Leadership Training for Managers and Supervisors	February 16-17	P-5,000.00	Dr. Geraldine C. Maayo/ Ms. Nattie Mendigo
The Benefits of Cooperative-LGU Cooperation: A Practical Guide	February 18-19	P-5,000.00	Dr. Virginia A. Teodosio/ Ms. Zeny S. Salas
Organization Development and Change	February 18-19	P-5,000.00	Dr. Isagani A. F. Yuzon/ Ms. Zeny S. Salas
Problem-Solving and Decision-Making Skills	February 23-24	P-5,000.00	Dr. Geraldine C. Maayo/ Ms. Nattie Mendigo
Design and Administration of Training Programs	February 24-26	P-6,000.00	Dr. Virgel C. Bingham / Ms. Mayette G. de Taza

Work-Life Balance and HR Strategies	March 1-2	P-5,000.00	Dr. Virginia A. Teodosio/ Ms. Lilian S. Cruz
Basic Supervision Skills	March 4-5	P-5,000.00	Prof. Jorge V. Sibal / Ms. Lilian S. Cruz
Managing Productivity through Coaching & Motivation	March 8-9	P-5,000.00	Dr. Isagani A. F. Yuzon/ Ms. Zeny S. Salas
Work Systems: Manualizing Policies & Procedures	March 9-10	P-5,000.00	Prof. Bonifacio S. Macaranas/ Ms. Zeny S. Salas
Career Development & Succession Planning	March 11-12	P-5,000.00	Dr. Isagani A. F. Yuzon/ Ms. Zeny S. Salas
Employee Financial Wellness	March 15-16	P-5,000.00	Dr. Rene E. Ofreneo/ Ms. Leian Marasigan
Supervisory Skills Development	March 17-18	P-5,000.00	Dr. Geraldine C. Maayo/ Ms. Nattie Mendigo
Building Effective Teams in the Workplace	March 17-19	P-6,000.00	Prof. Ronahlee A. Asuncion/ Ms. Zeny S. Salas
Conducting Administrative Investigation	March 23-24	P-5,000.00	Prof. Jorge V. Sibal / Ms. Lilian S. Cruz
Business Writing	March 24-25	P-5,000.00	Dr. Geraldine C. Maayo/ Ms. Nattie Mendigo
Job Evaluation and Wage/ Salary Administration	March 24-26	P-6,000.00	Dr. Virgel C. Bingham / Ms. Mayette G. de Taza
Microfinance & Microenterprise Sustainable Development	April 8-9	P-5,000.00	Dr. Virginia A. Teodosio/ Ms. Lilian S. Cruz
All Managers are HR Managers: What Operations' Managers and Supervisors should know about HR Function	April 13-14	P-5,000.00	Prof. Bonifacio S. Macaranas/ Ms. Zeny S. Salas
Seminar-Workshop on Collective Bargaining Negotiation	April 15-16	P-5,000.00	Dr. Rene E. Ofreneo/ Ms. Cecil Basa

Managing Employee Benefits	April 29-30	P-5,000.00	Dr. Virgel C. Bingham / Ms. Mayette G. de Taza
Technical Writing Workshop	May 6-7	P-5,000.00	Prof. Ronahlee A. Asuncion/ Ms. Zeny S. Salas
Training the Trainer	May 12-14	P-6,000.00	Prof. Bonifacio S. Macaranas/ Ms. Zeny S. Salas
Policy Analysis in the Workplace	May 18-19	P-5,000.00	Dr. Isagani A. F. Yuzon/ Ms. Zeny S. Salas
Advance Supervisory Skills & Social Compliance Program	May 19-21	P-5,000.00	Prof. Jorge V. Sibal / Ms. Lilian S. Cruz
Advance Training Course: Approaches & Techniques in Evaluating Training Effectiveness	May 27-28	P-5,000.00	Dr. Virgel C. Bingham / Ms. Mayette G. de Taza
Labor Relations Laws for Non-Lawyers	May 27-28	P-5,000.00	Dr. Rene E. Ofreneo/ Ms. Cecil Basa
Motivation for Improved Performance	June 3-4	P-5,000.00	Dr. Isagani A. F. Yuzon/ Ms. Zeny S. Salas
Project Development & Project Management	June 8-9	P-5,000.00	Prof. Jorge V. Sibal / Ms. Lilian S. Cruz
From Hiring to Termination: An Overview of the Human Resource Function	June 15-17	P-6,000.00	Prof. Bonifacio S. Macaranas/ Ms. Zeny S. Salas
The Benefits of Cooperative-LGU Cooperation: A Practical Guide	June 24-25	P-5,000.00	Dr. Virginia A. Teodosio/ Ms. Zeny S. Salas
HR Audit: Effective Approaches and Techniques	June 29-30	P-5,000.00	Dr. Virgel C. Bingham / Ms. Mayette G. de Taza
Paralegal Course	June 30 – July 1-2	P-6,000.00	Dr. Rene E. Ofreneo/ Ms. Cecil Basa

Managers and Supervisors as Coaches, Counselors and Mentors	July 1-2	P-5,000.00	Prof. Ronahlee A. Asuncion/ Ms. Zeny S. Salas
Work-Life Balance and Emerging HR Context	July 5-6	P-5,000.00	Dr. Virginia A. Teodosio/ Ms. Lilian S. Cruz
Community Relations Program	July 8-9	P-5,000.00	Prof. Jorge V. Sibal / Ms. Lilian S. Cruz
Organizational Development [OD] and Strategic Training	July 13-15	P-6,000.00	Prof. Bonifacio S. Macaranas/ Ms. Zeny S. Salas
Republic Act 9520: The Cooperative Code of 2008 Its Goals, Diversity and Learnings	July 22-23	P-5,000.00	Dr. Virginia A. Teodosio/ Ms. Zeny S. Salas
Work and Personal Effectiveness for Secretaries and Admin. Assistants	July 28-30	P-6,000.00	Dr. Virgel C. Bingham / Ms. Mayette G. de Taza
Positive Discipline in the Workplace	August 5-6	P-5,000.00	Prof. Jorge V. Sibal / Ms. Lilian S. Cruz
Self-Enrichment Workshop	August 10-11	P-5,000.00	Prof. Ronahlee A. Asuncion/ Ms. Zeny S. Salas
The Benefits of Cooperative-LGU Cooperation: A Practical Guide	August 12-13	P-5,000.00	Dr. Virginia A. Teodosio/ Ms. Zeny S. Salas
Rewards Management: Work-Life Balance, Salary Administration & Benefits Planning	August 18-20	P-6,000.00	Prof. Bonifacio S. Macaranas/ Ms. Zeny S. Salas
Total Compensation Management	August 25-27	P-6,000.00	Dr. Virgel C. Bingham / Ms. Mayette G. de Taza
Basic Skills in Supervision	September 2-3	P-5,000.00	Prof. Jorge V. Sibal / Ms. Lilian S. Cruz
Work Systems: Manualizing Policies & Procedures	September 7-8	P-6,000.00	Prof. Bonifacio S. Macaranas/ Ms. Zeny S. Salas

Public Sector Employment & Emerging HR Context	September 9-10	P-5,000.00	Dr. Virginia A. Teodosio/ Ms. Zeny S. Salas
Advance Training Course: Approaches & Techniques in Evaluating Training Effectiveness	September 29-30	P-5,000.00	Dr. Virgel C. Bingham / Ms. Mayette G. de Taza
Conducting Administrative Investigation	October 7-8	P-5,000.00	Prof. Jorge V. Sibal / Ms. Lilian S. Cruz
Integrating your Management Development Program (MDP) with Organization Development	October 12-13	P-5,000.00	Prof. Bonifacio S. Macaranas/ Ms. Zeny S. Salas
Microfinance and Microenterprise Sustainable Development	October 14-15	P-5,000.00	Dr. Virginia A. Teodosio/ Ms. Lilian S. Cruz
Job Evaluation and Wage/ Salary Administration	October 27-29	P-6,000.00	Dr. Virgel C. Bingham / Ms. Mayette G. de Taza
Strategic Planning and the Balanced Score Card: Translating Strategic intent to deliverables	November 4-5	P-5,000.00	Prof. Bonifacio S. Macaranas/ Ms. Zeny S. Salas
Stepping it up for better Coop Blasting with LGUs	November 9-10	P-5,000.00	Dr. Virginia A. Teodosio/ Ms. Zeny S. Salas
Project Development and Project Management	November 11-12	P-5,000.00	Prof. Jorge V. Sibal / Ms. Lilian S. Cruz
Work-Life Balance and Emerging HR Context	November 18-19	P-5,000.00	Dr. Virginia A. Teodosio/ Ms. Lilian S. Cruz
Work and Personal Effectiveness for Secretaries and Admin. Assistants	November 24-26	P-6,000.00	Dr. Virgel C. Bingham / Ms. Mayette G. de Taza
Effective Recruitment, Selection and Placement	December 1-3	P-6,000.00	Dr. Virgel C. Bingham / Ms. Mayette G. de Taza

Competency-Based Training	December 7-8	P-5,000.00	Prof. Bonifacio S. Macaranas/ Ms. Zeny S. Salas
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**FOR RESERVATION AND INQUIRIES:**

*Please call:*

Jerowin or Vhel: 928-9206

*e-mail reservation to:*

cleared\_inc3@yahoo.com