



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

Invites you to the Seminar – Workshop on:

MANAGING EMPLOYEE BENEFITS

April 29-30, 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 Five Thousand Pesos (P 5,000.00) 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. BINGHAY**
*U.P. Associate Professor
of Industrial Relations; Consultant;
and former HR Practitioner*
- ❖ **MR. RUBEN A. SAPITULA**
*Vice President for Human
Resource Administration,
Manila Electric Company,
former PMAP Director*

Note:

Seminar reservation is expected. We, however, reserve the right to postpone or cancel the training program as we see fit.

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Room 104, U.P. - SOLAIR
Diliman, Quezon City, 1101



MANAGING EMPLOYEE BENEFITS

The seminar - workshop covers the following modules which will be conducted in a highly interactive manner:

MODULE 1 INTRODUCTION

- Total Rewards Framework
- Employee Benefits in Perspective
- Human Motivation, Employee Benefits & Productivity
- Core Categories of Employee Benefits (payment for time not worked, protection against hazards & old age, economic & financial assistance, bonuses & incentive schemes, employee services)
- Employee Benefits Metrics

MODULE 2 EMPLOYEE BENEFITS PLANNING &

- Defining Employee Benefits Objectives
- Identifying Employee Needs/Preferences
- Employee Benefits Survey
- The Employee Benefits Mix

- Employee Benefits Costing & Tax Implications
- Designing Employee Benefits Proposal
- Job Description of Employee Benefits Specialist

MODULE 3 CONDUCTING EMPLOYEE BENEFITS SURVEY

- Research Coverage
- Sources of Survey Data
- Data Processing Techniques
- Data Analysis & Interpretation
- Frequency

MODULE 4 EMPLOYEE BENEFITS COMMUNICATION & ADMINISTRATION

- Communicating the Employee Benefits Plan
- Administrative Support: Structural & ITC
- Monitoring the Employee Benefits Plan
- Evaluating the Employee Benefits Plan

MODULE 5 TRENDS IN EMPLOYEE BENEFITS

- Incentive Schemes & Profit-sharing
- Productivity Gain-sharing
- Stock-Option Plans
- Flexible Benefits Scheme
- Healthcare Plans
- Executive Sweets
- Retirement Plans
- Other Trends

INTEGRATION

RESERVATION/CONFIRMATION SLIP

SEMINAR - WORKSHOP ON: MANAGING EMPLOYEE BENEFITS

April 29-30, 2010

TO: CLEARED, INC./ U.P. SOLAIR Fax Nos.: (+632) 928-9206, 927-8340; telefax (+632)9207717

We are interested in attending this seminar/program, please consider this as our reservation/confirmation.

Name: 1) _____ 2) _____ 3) _____ 4) _____
 Organization/Company: _____
 Mobile No.: _____
 e mail address: _____
 Sender: _____