



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

Invites you to the Seminar – Workshop on:

POLICY ANALYSIS IN THE WORKPLACE

May 18-19, 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

SEMINAR FEE:

The registration fee for the seminar is Five Thousand Pesos (P 5,000.00)

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.

Center for Labor Education, Advocacy,
Research and Development, Inc.
Room 104, U.P. - SOLAIR
Diliman, Quezon City, 1101



The Center for Labor Education, Advocacy, Research and Development, Inc. (CLEARED, Inc.) is pleased to announce its seminar offering on:

POLICY ANALYSIS IN THE WORKPLACE

DATE AND VENUE:

May 18-19, 2010
9:00 am – 5:00 pm
Bonifacio Hall

UP SOLAIR, Diliman, Quezon City

OBJECTIVES

Participants will be able to:

- develop an appreciation and understanding on the nature, organization and processes involved in policy-making and program administration;
- acquire knowledge and skills in formulating, implementing, monitoring and evaluating programs and policies; and
- apply knowledge and skills acquired in formulating, implementing, monitoring and evaluating programs and policies in the workplace.

Topic Outline:

Day 1 – May 18, 2010

MODULE I

THE NATURE OF WORKPLACE POLICY

- Organizational Dynamics
- Understanding the Policy Framework
- Setting and Achieving Goals
- Creating an Ethical Culture in Organizations

MODULE II

THE POLICY-MAKING PROCESS

- Approaches to Effective Leadership
- Improving Decision-making Skills
- The Policy Process, System and Environment
- Communicating Organizational Policies

Day 2 – May 19, 2010

MODULE III

POLICY IMPLEMENTATION & PROGRAM ADMINISTRATION

- Approaches to Implementation
- Planning for Successful Implementation
- Conditions of effective implementation
- Case Analysis

MODULE IV

MONITORING & EVALUATING POLICIES

- Approaches to Evaluation
- Techniques for Monitoring
- Evaluating Policy Performance
- Recommending Policy Actions
- Case Analysis

SEMINAR - WORKSHOP ON: POLICY ANALYSIS IN THE WORKPLACE

RESERVATION/CONFIRMATION SLIP

May 18-19, 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) _____

Nickname: _____

Nickname: _____

Nickname: _____

Nickname: _____

Organization/Company: _____

Tel No/s.: _____

Fax No.: _____

Mobile No.: _____

Sender: _____

e mail address: _____