



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, may however, postpone or cancel the training program if unforeseen circumstances warrant.

Invites you to the Seminar – Workshop on:

TRAINING THE TRAINER

May 12-14, 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

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-workshop offering on:

TRAINING THE TRAINER

May 12-14, 2010
9:00 am – 5:00 pm

Course Objectives:

At the end of the three-day course, the participants will be able to design and deliver basic training courses, as defined in the company's training and development thrust and direction.

Target Audience :

New trainers, operations people & supervisors expected to perform training functions (e.g. technical subjects) and even experienced trainers.

Methodologies :

Lectures and discussions, mostly workshops and hands-on exercises. Culminating activities will include actual presentations.

Lecturers :

Prof. Geodicio T. Sison
Former VP for HR, Insular Life

Prof. Bonifacio S. Macaranas
Former Manager
National Steel Corporation

Mr. Oliver P. Ornido
Training Specialist, SMART Telecommunications

Course Outline:

Day 1 – May 12, 2010

Module 1: Strategic Perspective in Training

- Training in Relation to Organizational Development (OD)
- Roles and Competencies of a Trainer: Program Designer, Program Administrator and Facilitator
- The Training Cycle: A Step-by-Step Approach
- Needs Analysis (OD-based): Task & Job Analysis, Competency Analysis, Training & Non-Training Needs
- Design Phase: Learning Principles, Training Objectives, Methods of Instruction

Day 2– May 13, 2010

Module 2: Continuation of the Training Cycle

- Development Phase: Process Design, Preparing Session Guides
- Implementation Phase: Venue, Participants, Materials, Equipment Delivery, Communication and Facilitation Skills
- Evaluation Phase: ROI, Reaction Level, Learning Level, Behavioral Level and Results Level

Day 3– May 14, 2010

Module 3: Current Trends and Best Practices in Training

- Use of a Training Framework: TQM (Malcolm Baldrige)
- Use of an Alignment Tool: The Balanced Score Card (BSC)
- Organizational Learning, Knowledge Management, Intellectual Capital
- Competency-Based HR, Training Implication

SEMINAR - WORKSHOP ON: TRAINING THE TRAINER May 12-14, 2010

RESERVATION/CONFIRMATION SLIP

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: _____
 Position: _____
 Sender: _____
 Mobile Phone #: _____