



WORK SYSTEMS: Manualizing Policies and Procedures

March 9-10, 2010
9:00 am – 5:00 pm
Bonifacio hall
U.P. SOLAIR

Seminar Fee:

The registration fee for the seminar is Five Thousand Pesos only (P5,000.00) . Payments should be made payable to CLEARED, Inc.

Which will cover:

Lunch
Snacks
Handouts
Certificate of Completion

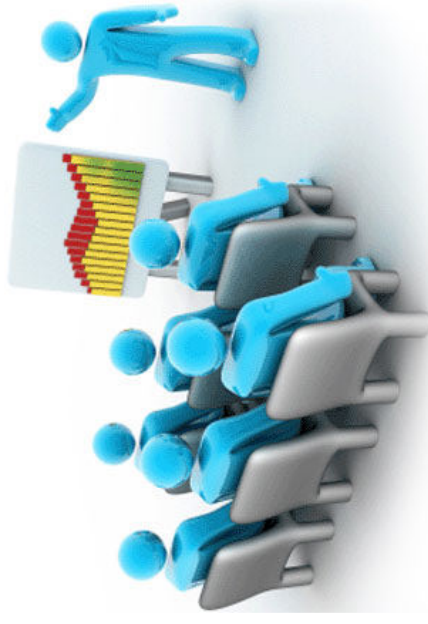
For reservation and inquiries:

Please call Jerwin or Vhel
At telefax (02 – 9289206)

You can also email at
cleared_inc@yahoo.com

note:

We also offer this seminar in-house and regional basis. Seminar reservation is expected. We, however, reserve the right to postpone or cancel the training program as we see fit.



CLEARED
incorporated

Center for Labor Education, Advocacy,
Research and Development, Inc.
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Diliman, Quezon City, 1101

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WORK SYSTEMS: MANUALIZING POLICIES AND PROCEDURES

MARCH 9-10, 2010

The Center for Labor Education, Advocacy, Research and Development, Inc. (CLEARED, Inc.) is pleased to announce this two-day seminar offering.

Seminar Description:

This seminar workshop is intended for staff, supervisors and managers who desire to learn how to come up with clear, easily-understood and workable systems and procedures in their workplaces. Work flows or processes or ways of doing things to achieve objectives of cost effectiveness, efficiency and quality in all areas of operations in organizations need to be well crafted and documented.

Manualizing your policies, systems and procedures ensures that tasks are done in sync with others, reporting relationships are clear, overlapping of functions are avoided, policies are well understood, coordination or teamwork is assured and objectives at every level of the organization are effectively achieved.

CLEARED conducts training, research and community service for labor empowerment and an enlightened industrial relations

HOW CAN WE HELP YOU?

Objectives:

At the end of the seminar, the participants are expected:

1. To have an appreciation of the importance of systematic and efficient workplace policies and procedures; and
2. To have acquired the basic knowledge, skills and ability to formulate and do continuous improvement of their organization's workplace systems and procedures.

Topic Outline:

Day 1 A.M.

- Basic Management Principles
- The Rationale for Systems Efficiency in the Workplace
- Quality Systems Work as a Habit

P.M.

- Organizing Work Structures
- Systematizing Work Flows
- Formulation of Work Policies and Procedures

Day 2 A.M.

- Applicable Tools on Operations Management
- Flowcharting Techniques
- Designing Systems and Procedures
- Use of Matrix Charts/ Diagrams
- Scheduling Charts/ Pert-CPM Tools

P.M.

- Workshop – Applying the Tools in Systems and Procedures

*RESERVATION / CONFIRMATION SLIP

Seminar-Workshop on: WORK SYSTEMS: Manualizing Policies and Procedures
March 9-10, 2010

TO: CLEARED, Inc.

Fax No.: (+632) 928-9206

We are interested in attending this seminar. Please consider this as our reservation/confirmation.

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