

2018 Comprehensive Training Plan

NEA-EC Training Institute

I. Professional Development Division (Corporate)

- A. Regular Programs
- B. Conferences, Meetings and Other Activities
- C. Gender and Development (GAD) Programs
- D. Board of Administrator Programs

No. of Schools

23

9

3

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Total

35

A. Regular Programs						
1. Financial						
No.	Course	Course Description	No. of School	2018 Schedule	Target Participants	Venue
1	Philippine Financial Reporting Standards	This activity is designed to equip the personnel of the Government Corporations classified as Government Business Enterprises (GBEs) with adequate understanding of the International Financial Reporting Standards (IFRS) as a global phenomenon intended to bring about greater transparency and a higher degree of comparability in financial statements in order to achieve the goal of one uniform and globally accepted financial reporting standards to enable entities around the world to generate quality general purpose financial reports.	1	June 19-21	FSD, AMGD, IAQSMO and ECAD	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City
2. Institutional						
No.	Course	Course Description	No. of School	2018 Schedule	Target Participants	Venue
2	Integrity Management Program (IMP)	Aims to discuss the Integrity Management Program covering Template 3, Corruption Risk Register and 3A, Integrity Measures	1	March 13-14	IMP Committee	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City

A. Regular Programs

2. Institutional

No.	Course	Course Description	No. of School	2018 Schedule	Target Participants	Venue
3	Supervisory Development Course (SDC) Tracks 2 and 3	This activity aims to enhance the quality of our first line supervisors by enabling participants to guide supervisors in assessing their organization's readiness for empowerment, assist them to develop or improve their skills in making effective presentation and impart basic skills on how to plan and lead a meeting.	1	May 15-18	SDC 1 pax	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City
4	Technical Writing	To learn characteristics of effective technical writing; to understand basic structure and guidelines in writing reports and manuals; and to develop skills to create polished documents and presentation	1	June 5-7	Mixed Group	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City
5	Database Management System Training	To equip employees on managing and maintaining complex software and file storage systems to ensure access, up-time and data integrity	1	June 26-27	UNA and JOYS	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City
6	Managing Government Records, including Personnel Records	To be familiar with Management of records and information covering the flow of records creation, receipt, maintenance and disposition. Aims to describe the processes of capturing and keeping evidence and information on business transactions required of organizations to ensure easy access and functionality.	1	July 10-12	UNA and JOYS	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City
7	Coaching and Mentoring for Leaders	To equip the participants with the purpose, principles, processes and practices of developing, installing and maintaining a Coaching and Mentoring Program as a means of improving individual and organizational performance.	1	July 25-26	MANCOM	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City

A. Regular Programs

2. Institutional

No.	Course	Course Description	No. of School	2018 Schedule	Target Participants	Venue
8	Completed Staff Work Training Program	Seeks to empower the decision-makers, staff officers to ensure due diligence in all decisions and actions by focusing on more important tasks as they break free from reviewing voluminous attachments, minimize the guesswork in making important decisions; and avoid the liability and embarrassment arising from erroneous decisions and pronouncements.	1	August 15-16	MANCOM	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City
9	Work Attitude and Values Enhancement (WAVE)	This workshop reviews the participants' work values in the light of corporate values and the components of ethical decision-making, discover their own work value system and consider their responsibility to others in the workplace and to the work organization and how that might play a role in work productivity, decision making and even individual and corporate survival as work organizations chart their course in the limitless and increasingly competitive global marketplace.	1	September 11-12	UNA and JOYS	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City
10	Advanced Powerpoint and Excel	To learn the advance powerpoint and excel for the preparation of reports.	1	September 26-27	Mixed Group	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City
11	Organizing and Managing Grand Events	To gain knowledge on how to effectively and efficiently conduct trainings and events; to gain insights on how to handle queries and requirements of the stakeholders and interested parties.	1	October 9-11	NETI, CCSMO and ITCSD	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City
12	Good Governance and Corporate Social Responsibility	Aims to examine ways in which client-centered governance can foster empowerment and sustainability of impact in the face of challenges to development such as fragile states, environmental and political crises, and fraud and corruption.	1	October 23-25	MAN	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City

A. Regular Programs

2. Institutional

No.	Course	Course Description	No. of School	2018 Schedule	Target Participants	Venue
13	Customer Service Skills Training (Handling Complaints)	To learn and understand the customer journey process; define and understand internal and external customer; know the strategies, approaches and techniques on customer acquisition and retention; learn how to handle customer objections and concerns; and know how to nurture customer engagement.	1	November 6-8	HRAD, IDD, AMGD, ATEO, NETI	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City
14	Succession Planning	Aims to define succession planning, details the importance of succession planning in an organization, and explains the conditions for successful succession planning. Participants will understand the process for establishing a succession plan and how to align the plan with an organization's strategic plan.	1	December 4-6	MANCOM and MAN	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City

A. Regular Programs

3. Technical

No.	Course	Course Description	No. of School	2018 Schedule	Target Participants	Venue
15	Basic Occupational Safety and Health	This activity aims to enable the Newly-Reconstituted Safety and Conservation Committee identify hazards, evaluate and correct them, so none of these unsafe conditions or unsafe acts turn into life threatening situations that curb a company's productive output. Losses can be prevented thru Safety and Health Management System.	1	January 30 - February 2	Safety and Conservation Committee	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City
16	General Safety for NEA Employees	1. To apply knowledge of Department of Labor and Employment (DOLE)-Occupational Safety and Health Standards' rules and safety procedures in the workplace; 2. To assess the current safety and health conditions in NEA using available information; and 3. To identify the different types of hazards in the workplace and assess their level of risk.	1	February 27-28	Emergency Preparedness Team	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City

A. Regular Programs

3. Technical

No.	Course	Course Description	No. of School	2018 Schedule	Target Participants	Venue
17	Loss Control Management Seminar	To enable the participants to plan, organize and create strategic plans and procedures on the control of accident risk; and develop programs that will address both the human factors and the job factors.	1	March 20 - 23	Safety and Conservation Committee	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City
18	Power Supply Contracting	<p>1. To be familiarized on the policy and decision making of NEA-Ecs regarding electricity market design, principles and power supply economics, power supply contracts, price structures, terms of reference and risk management</p> <p>2. To be equipped with proper knowledge relative to procurement process, rules and regulations for power supply of ECs on WESM and Bilateral Contracts</p> <p>3. To be able to provide proper guidance to the participants in organizing CSP including analyzing, / evaluating the TOR particularly the capacity or energy to contract, in evaluation of power supply offers and in designing and negotiating power supply contracts.</p>	1	May 9-10	MCSO, LSO, ORED, RAO, ED	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City
19	Substation Construction, Design and Wiring	Aims to identify performance requirements: to present transformer basic applications, manufacturing and hands-on testing on offline power transformer at site; emphasize methods in insulation power factor testing and to propose plan on periodic, predictive and condition-based maintenance.	1	May 22-24	ED and ATEO	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City

A. Regular Programs**4. Audit**

No.	Course	Course Description	No. of School	2018 Schedule	Target Participants	Venue
20	ISO 9001:2015 Awareness with Introduction to Risk Management	To develop an understanding of the new ISO/IEC high level structure; to understand the basic principles of quality and quality management systems, especially the requirements of ISO 9001:2015 and identify relevant QMS requirements in respective areas of responsibility, and provide guidance to others in the conceptualizing and implementing QMS through risk-based thinking.	1	April 18-19	IAQSMO and IQA	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City
21	Planning, Conducting and Managing Internal QMS Audit and Root Cause Analysis	To apply sound auditing principles to design, implement, review and improve internal audit process; to perform an internal audit following Plan-Do-Check-Act approach and how to prepare and conduct risk-based internal audit.	1	April 24-26	IAQSMO and IQA	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City

B. Conferences, Meetings and Other Activities

No.	Course	Course Description	No. of School	2018 Schedule	Target Participants	Venue
22	Meeting-Workshop with EC Council of Leaders	In reference with the EC Council of Leaders Meeting held last November 15, 2017 at the General Santos City, this meeting aims to clarify the roles of the EC Association Leaders with specific tasks at hand and action plans that may be crafted in the short, medium and long-term for the areas of concern viz the NEA 7-point Agenda and Strategic Initiatives.	1	January 4-5	EC Council of Leaders	Sequoia Hotel, Mother Ignacia, Diliman, Quezon City
23	Orientation on Omnibus Rules on Appointments and other Human Resource Actions (ORAOHRA) and Ceremonial Handing Over of the CSC Approved Collective Negotiations Agreement (CNA)	The objectives of the session are to apprise employees on innovations, updates and initiatives of the government to strengthen the Agency's governance mechanisms and to further improve services to clients and stakeholders.	1	January 8	All NEA Employees	HESA, 2/F NEA Building, Diliman, Quezon City

24	First EC Communicators' Summit	This activity aims to set the consumer empowerment direction of the ECs by the introduction of the NEA Communications Policy underscoring the aggressive promotion of the Rural Electrification (RE) Program and maximizing the utilization of traditional and new media to achieve sectoral objectives and respective corporate goals.	1	January 18-19	ISD Managers and Information Officers	HESA, 2/F NEA Building, Diliman, Quezon City
25	"Salamat NEAn, Mabuhay Ka" Program	To recognize the contributions of Ms. Virginia B. Borja who applied for optional retirement effective January 31, 2018.	1	January 29	All NEA Employees	HESA, 2/F NEA Building, Diliman, Quezon City
26	Session on Target-Setting for 2018 Performance Scorecard and NEA's Strategic Plan	1. Responsible unit/s to confirm the targets set by the Governance Commission for the GOCCs (GCG) during the November 17, 2018 Technical Panel Meeting 2. To prepare Departmental Scorecard using the attached Matrix; and 3. To ensure attainment of the 2018 performance targets.	1	February 12	Assembly of Leaders	Queenie Room, 7/F NEA Building, Diliman, Quezon City

B. Conferences, Meetings and Other Activities

No.	Course	Course Description	No. of School	2018 Schedule	Target Participants	Venue
27	Orientation for 2017 Hired Personnel	To orient the participants on the different NEA departmental roles and functions and to provide them with knowledge and experience on the operations of an electric cooperative.	1	February 21-22	9 NEA Employees and 10 Project Officers	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City
28	ISO Activities	To check the level of effectiveness of implementation of the QMS against the requirements of ISO 9001: 2015 standard.	TBD	TBD	IAQSMO and IQA	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City

29	Consultative Review for APP	The Departments/ Offices will review the consolidated project procurement management plans of each department; and inform the basis for inclusion/ exclusion of the requested logistical requirements.	1	TBD	APP Coordinators	HRAD Conference Room, 4th Floor, NEA Bldg., Diliman, Quezon City
30	2018 Mid-Year Performance Monitoring, Assessment and Planning Review	The objectives of this activity are to assess the 1st Semester 2018 Corporate Accomplishments vis-à-vis the 2018 Performance Scorecard and its Performance Strategic Measures (PSMs) and to further enhance the PSMs to pro-actively promote NEA's 7-point Agenda.	1	TBD	MANCOM and MAN	TBD
31	2019 Strategic Thinking cum Conference	1. To align strategic decisions with critical goals; 2. To identify critical steps of strategic thinking that guarantee agency action plan succeeds; 3. To lay down the ground rules for making stronger decisions and plans; and 4. To set measurable, specific, and realistic objectives.	1	TBD	MANCOM and MAN	TBD
C. Gender and Development (GAD) Programs						
No.	Course	Course Description	No. of School	2018 Schedule	Target Participants	Venue
32	GFPS Meeting	1. Reporting of 2017 GAD Accomplishments 2. Review of Departmental Responsibilities for 2018 GAD Plan and Budget (GPB) 3. Formulation of 2019 GPB	1	January 23, 2018	GAD Focal Point System Members	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City

C. Gender and Development (GAD) Programs

No.	Course	Course Description	No. of School	2018 Schedule	Target Participants	Venue
33	Seminar-Workshop on Harmonized Gender and Development Guidelines	1. To understand the need for regular gender audit to sustain delivery of GAD targets; 2. Be familiar with tools being used to measure attribution of GAD to PAPs 3. Be skilled to use the HGDG to implement GAD PPAs in NEA's mandate	1	March 15-16	GAD Focal Point System Members	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City
34	Seminar on Violence Against Women and RA 7877	This activity includes a detailed overview of what sexual harassment is, explains legal definitions, discusses sexual harassment prevention, and shows how to handle sexual harassment complaints and maintain a positive work environment.	1	November 28-29	Mixed Group	Vinz Café, Penthouse, NEA Building, Diliman, Quezon City

D. Board of Administrators

No.	Course	Course Description	No. of School	2018 Schedule	Target Participants	Venue
35	2018 NRECA Annual Meeting	This activity is valuable in the formulation of policies relative to promoting the sustainable development in the rural areas through rural electrification, and enhancement of good governance principles and best practices for the benefit of the NEA, electric cooperatives and the member-consumer-owners.	1	February 24 – March 2, 2018	BOA	TBD
36	Corporate Governance: Board Effectiveness Best Practices	This activity aims to help the participants in aligning their skills to the global standard and best practices on board effectiveness	1	November 9, 2018	BOA	TBD

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