

# 2022 Comprehensive Training Plan

NEA-EC Training Institute

## I. Professional Development Division (NEA)

### A. Regular Programs (Leadership Competencies)

No.	Course Title	Target Behavioral Indicators (Objectives)	2022 Schedule	Target Participants	Estimated No. of Pax
1	Leadership Series Module 1 Batch 3	<ul style="list-style-type: none"> <li>- Plans, crafts, and adapts strategies for achieving the vision, mission, and objectives of the agency or organization and secures the proper implementation of these strategies;</li> <li>- Constructs a change management plan in which one or more office systems and/or processes are affected either by a change intervention conducted internally or by an external consultant; Understands the influences of each generation and common generational motivations; and</li> <li>- Monitors the strategic imperatives at the organization and orchestrates teams, work and organizational culture around this through advanced skills in coaching to achieve performance standard.</li> </ul>	2nd Quarter	Section Heads, Next in Rank	20
2	Supervisory Development Course Tracks 2 and 3	To enhance the quality of supervisors to ensure sustainability efforts directed toward employee empowerment in the service.	3rd Quarter	Graduates of SDC Track 1	40

### A. Regular Programs (Core Competencies)

3	Public Service Ethics and Accountability	<ol style="list-style-type: none"> <li>1. Upholds at all times the fundamental values of good governance;</li> <li>2. Ensures organizational compliance with legislation, regulatory requirements and best practices;</li> <li>3. Stands up publicly for beliefs and challenges the unethical behavior of others;</li> <li>4. Actively supports the interests of the clients when faced with multiple/various requests/concerns by making choices and setting priorities to meet their needs;</li> <li>5. Influences a culture of service to individual and team by modeling behavior that is client-centered and initiating structure to ensure excellent service to clients;</li> <li>6. Consistently exceeds stakeholders' needs and expectations by keeping abreast with local and global best practices in the industry and the condition/situation in the bureaucracy necessary to implement a successful change strategy;</li> <li>7. Provides correct, adequate and prompt information to customers as may be necessary; and</li> <li>8. Directs the organizations towards the achievement of the service excellence platform in the entire bureaucracy base on the Road Map</li> </ol>	3rd Quarter	Mixed Group	30
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4	Problem Solving and Decision Making (Batch 1)	<ol style="list-style-type: none"> <li>1. Utilizes the nature of the problem in understanding how different challenges in the organization impact and interact with each other in a system ;</li> <li>2. Identifies relevant tool or framework that effectively addresses the complex problem, given its nature;</li> <li>3. Determines root causes of a problem through the use of tools and methods in root cause analysis;</li> <li>4. Understands that complex problems are not linear, but systemic, therefore looks for multiple approaches to solving the problem (causal loops);</li> <li>5. Considers how implementing different options will contribute to the desired outcomes of the organization; and</li> <li>6. Presents emerging solutions and applies novel approaches and methods to address more complex and ambiguous problems.</li> </ol>	1st Quarter	<p style="text-align: center;">Department Managers Division Managers Section Heads Supervisors</p>	30
5	Problem Solving and Decision Making (Batch 2)	<ol style="list-style-type: none"> <li>1. Prioritizes problems based on their urgency and potential impact to the organization;</li> <li>2. Explores different tools or frameworks in analyzing and addressing complex problems;</li> <li>3. Prescribes the appropriate quantitative and qualitative methods to approach a data set;</li> <li>4. Consults stakeholders when identifying courses of action that could potentially affect them;</li> <li>5. Modifies solutions based on the availability of new data or evidence in coordination with the partners and stakeholders; and</li> <li>6. Facilitates resolution of complex and ambiguous problems through <u>tried-and-tested approaches and methods.</u></li> </ol>	1st Quarter	<p style="text-align: center;">Associates</p>	25

**A. Regular Programs (Functional)**

No.	Course	Target Behavioral Indicators	2022 Schedule	Target Participants	Estimated No. of Pax
6	Financial Risk Analysis	a. Proficient in calculating and interpreting financial ratios b. Make good assessment of the past & future performance c. Create better decision and forecast of future performance d. Improve client satisfaction	2nd Quarter	FSD, MCSO and AMGD	25
7	Public Financial Management Competency - Budget and Performance Track	1. Fiscal Planning and Budget Allocation 2. Preparation of Budget Plans and Annual Budget Submissions 3. Participation in Budget Hearings and Approval Procedures 4. Oversight of Budget Execution 5. Implementation of Budget Execution 6. Ensuring Desirable Budget Outcomes	2nd Quarter	FSD and Key Units involved in Budget preparation	25
8	Public Speaking & Presentation Skills	1. Understand and enumerate the various aspects of making effective presentations. 2. Understand what creates stage fright and learn to control it. 3. Enumerate and select the appropriate outline structure for packaging information. 4. Eliminate or minimize unconscious mannerisms that can distract listeners from the message. 5. Establish better rapport and turn it into positive forums. 6. Adjust to different individuals and personality types. 7. Create effective visual presentations through powerpoint and other presentation software	3rd Quarter	Potential Resource persons and Presenters	25
9	Editing, Revising & Proofreading Technical Reports	- Develop and implement technical report writing standards - Understand fundamentals and strategies to effectively edit, revise, and proofread draft technical reports - Effectively coach subordinates in technical report writing	3rd Quarter	Supervisors and Division Managers	25
10	Risk Assessment Workshop	- Understand the risk assessment strategies, tools, and procedures - Enhance corporate and departmental risk assessment standards, guidelines and templates - Enhance dept risk assessment output	2nd Quarter	Representatives from all Dept./Units	40
11	MS Excel Course -Advance	1. Demonstrate basic navigation of MS Excel Interface; 2. Apply formatting tools and functions in Excel worksheet; 3. Organize data using Excel's filter and sorting tools; 4. Execute excel functions used in basic data analysis (arithmetic & statistical); and 5. Execute excel functions used in data management & analysis	1st Quarter	Associates	15

**B. External Training / Local Scholarships**

No.	Course	Objective/s	2022 Schedule	Target Participants	Estimated No. of Pax
1	Writing Effective Audit Reports	1. Understand the report writing provisions in the Standards of the Institute of Internal Auditors. 2. Write audit reports that meet the needs of the audit client and prompts them to take action on your recommendations. 3. Write audit findings using the five elements of an audit observation: criteria, condition, cause, consequences, and corrective action 4. Understand the typical audit report structure for various types of reports 5. Understand the mandatory information required for every audit report and other best practices. 6. Improve the quality of your audit reports through techniques that address tone, clarity, conciseness, and accuracy	1st Quarter	IAQSMO and ECAD	3
2	Project Monitoring and Evaluation	1. Understand strategies, framework and techniques in monitoring and evaluation projects 2. Apply strategies, framework and techniques to effectively monitor and evaluate projects	2nd Quarter	CPO	6
3	Remote Auditing: Adapting to the New Normal	1. How to plan and conduct audit remotely 2. Be able to cope up with current work scenario without sacrificing the quality of audit 3. How to use available platforms necessary in conducting remote audit	3rd Quarter	IAQSMO and ECAD	10
4	Internal Control System For Property And Supply Management (Appraisal And Disposal)	- understand the control measures in the appraisal and disposal of government properties; -learn the systems and procedures in the management of supplies and properties of the government; - apply the laws, rules and regulations in the handling, recording and inspecting of supplies and properties in government.	1st Quarter	ECAD	5
5	Basic Internal Control Concepts And Internal Auditing Principles And Practices	- understand the basic principles of internal auditing and its role in the internal control framework of the organization; - learn the principles of effective internal audits, achievable internal audit objective and the internal auditing approaches and procedures.	1st Quarter	IAQSMO and ECAD	3

6	Assessing Training Effectiveness Based on Needs	<ul style="list-style-type: none"> <li>- Assess return on training interventions against the needs of an organization in one of the four levels.</li> <li>Practice data analysis techniques for quantitative and qualitative data.</li> <li>- Design, develop and implement a sound Training Effectiveness Evaluation Plan</li> <li>- Use appropriate Digital Tools in both Formative and Summative Evaluation</li> </ul>	2nd Quarter	NETI	6
7	Managing Recruitment, Selection, and Placement	Enable middle level HR Management Practitioners to review their existing recruitment, selection and placement policy and guidelines and enhance them to apply a more strategic approach. The course emphasizes the linkage between proper recruitment, selection and placement processes and practices and organizational performance.	2nd Quarter	HRMD	3
8	Advanced Forecasting Methods	<ul style="list-style-type: none"> <li>- understand statistical forecasting theories</li> <li>-apply appropriate forecasting models to data</li> </ul>	2nd Quarter	RAO	2
9	Vehicle Maintenance and Servicing	<ul style="list-style-type: none"> <li>- Understand basic and advance vehicle maintenance and servicing techniques</li> <li>- Demonstrate proper and safe vehicle service repair</li> </ul>	3rd Quarter	Motorpool	3

### C. Gender and Development

1	Gender Mainstreaming	- Apply gender lens in NEA's programs, activities and projects	3rd quarter	Department and Division Managers	40
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### D. Board of Administrators

1	ICD Course Offering for 2022	Board Oversight of Culture Board Oversight of Strategy	2nd Quarter	Board of Administrators	5
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