



2021 List of Trainings for NEA Officials and Employees

A. Regular Programs (Leadership Competencies)

No.	Course	Target Behavioral Indicators	Scheduled Date	Target Participants
1	Leadership Series Module 1 Batch 3	<p>1. 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;</p> <p>2. 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</p> <p>3. Creates a culture where team work and interdependence is nurtured by facilitating collaboration across organizations.</p>	January 12 - 15	Section Heads
2	Leadership Series Module 2 Batch 1	<p>1. Builds and then leverages on collaborative partnerships and networks to deliver or enhance work outcomes; and</p> <p>2. Leads the organization by example and through coaching towards a performance-based culture and the achievement of public service performance standards.</p>	February 2-5	Deputy Administrators, Department Managers, Acting Department Managers
3	Leadership Series Module 2 Batch 2	<p>1. Strengthens and deepens partnerships and networks to deliver or enhance work outcomes; and</p> <p>2. 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.</p>	February 16 - 19	Division Managers and Acting Division Managers
4	Leadership Series Module 2 Batch 3	<p>1. Builds partnerships and networks to deliver or enhance work outcomes; and</p> <p>2. Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.</p>	March 2-5	Section Heads
5	Supervisory Development Course Tracks 2 and 3	To enhance the quality of supervisors to ensure sustainability efforts directed toward employee empowerment in the service.	September 20 - 24	Graduates of SDC Track 1



2021 List of Trainings for NEA Officials and Employees

A. Regular Programs (Core Competencies)				
No.	Course	Target Behavioral Indicators	Scheduled Date	Target Participants
6	Problem Solving and Decision Making (Batch 1)	<ol style="list-style-type: none"> 1. Utilizes the nature of the problem in understanding how different challenges in the organization impact and interact with each other in a system ; 2. Identifies relevant tool or framework that effectively addresses the complex problem, given its nature; 3. Determines root causes of a problem through the use of tools and methods in root cause analysis; 4. Understands that complex problems are not linear, but systemic, therefore looks for multiple approaches to solving the problem (causal loops); 5. Considers how implementing different options will contribute to the desired outcomes of the organization; and 6. Presents emerging solutions and applies novel approaches and methods to address more complex and ambiguous problems. 	July 6-9	Department Managers Division Managers Section Heads Supervisors
7	Public Service Ethics and Accountability	<ol style="list-style-type: none"> 1. Upholds at all times the fundamental values of good governance; 2. Ensures organizational compliance with legislation, regulatory requirements and best practices; 3. Stands up publicly for beliefs and challenges the unethical behavior of others; 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; 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; 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; 7. Provides correct, adequate and prompt information to customers as may be necessary; and 8. Directs the organizations towards the achievement of the service excellence platform in the entire bureaucracy base on the Road Map 	October 12 - 15	Mixed Group
8	Problem Solving and Decision Making (Batch 2)	<ol style="list-style-type: none"> 1. Prioritizes problems based on their urgency and potential impact to the organization; 2. Explores different tools or frameworks in analyzing and addressing complex problems; 3. Prescribes the appropriate quantitative and qualitative methods to approach a data set; 4. Consults stakeholders when identifying courses of action that could potentially affect them; 5. Modifies solutions based on the availability of new data or evidence in coordination with the partners and stakeholders; and 6. Facilitates resolution of complex and ambiguous problems through tried-and-tested approaches and methods. 	October 25-28	Associates



2021 List of Trainings for NEA Officials and Employees

A. Regular Programs (Functional)				
No.	Course	Target Behavioral Indicators	Scheduled Date	Target Participants
9	Database Management and Analysis using Excel	<ol style="list-style-type: none"> 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 database management 	January 19 - 22	Associates
10	Digital Transformation in the New Normal/ Cyber Security/ Data Security	<ol style="list-style-type: none"> 1. Discuss the threats and crimes that happen in the cyberspace and provided insights how the public could be protected from becoming victims; 2. Familiarize with the Philippine National Public Key Infrastructure (PNPKI) 	March 16 - 19	Document Controllers, IT
11	Writing Effective Audit Reports	<ol style="list-style-type: none"> 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 	April 13 - 16	IAQSMO and ECAD
12	Financial Analysis	<ol style="list-style-type: none"> 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 	May 11 - 14	FSD, MCSO and AMGD
13	Electronic Records Management	<ol style="list-style-type: none"> a. Undertake recordkeeping analysis for MCSO b. Design a record management plan c. Implement a record management system d. Learn about the record management system e. Understand monitoring and controlling of a record management system 	June 15 - 18	All NEA data/ document encoders-controllers. Secretaries
14	Remote Auditing: Adapting to the New Normal	<ol style="list-style-type: none"> 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 	June 21 - 25	IAQSMO and ECAD
15	Zoom Administrator Course- Remote and Virtual Learning and Development Programs/ Blended Learning	<ol style="list-style-type: none"> 1. To integrate e-learning components in the organization's training programs 2. To design an e-learning courses that match the organizational and learners' needs 3. Learn content development as well as methodologies and tools used to create an e-learning content 4. Conduct and evaluate online courses and provide learning platforms that support course delivery and communication among participants. 	July 20 - 23	NETI and NEA Resource Speakers



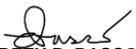
2021 List of Trainings for NEA Officials and Employees

C. Board of Administrators				
No.	Course	Target Behavioral Indicators	Scheduled Date	Target Participants
16	ICD Course Offering for 2021	Board Oversight of Culture <i>(Local Scholarship)</i>	January 21, 2021	Board of Administrators
17	ICD Course Offering for 2021	Board Oversight of Strategy <i>(Local Scholarship)</i>	February 11, 2021	Board of Administrators

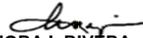
Prepared by:


JEIZEL ROSE B. MONTANA
OIC, Corporate Group

Reviewed by:


ELIZABETH P. BASCO
Division Manager, PDD

Recommending Approval:


NORA I. RIVERA
Department Manager, NETI

Approved by:


EDGARDO R. MASONGSONG
Administrator