1. Professional Development Division (NEA)

A. Regular Programs		**16**
1. Leadership Competencies	7	
2. Core Competencies	3	
3. Mandatory	2	
4. Functional Competencies	4	
B. Conferences, Meetings and Other Activities		**5**
C. Board of Administrators		**2**
Total		**23**

Level of Training Effectiveness/ Evaluation

Lvl 1. Reaction = Pre post Assessment
Lvl 2. Learning = Learning Application Plan/ Re-Entry Action Plan
Lvl 3. Behavior = Improvement of Skills/ Change in behavior
Lvl. 4 Result = Outcomes/ Benefits of Training in organization

A. Regular Programs (Leadership Competencies)

No.	Course Title	Target Competencies	Target Behavioral Indicators (Objectives)	Target Proficiency Level	2020 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
1	Supervisory Development Course Tracks 2 and 3	1. Leading for Results 2. Leading People	To enhance the quality of supervisors to ensure sustainability efforts directed toward employee empowerment in the service.	3	May 5 - 8	Graduates of SDC Track 1	40	HESA, 2nd Floor, NEA Bldg., Q. C.	Lvl 2. Learning
2	Leadership Series Module 1 Batch 1	1. Thinking Strategically and Creatively 2. Leading Change/ Managing Millennials 3. Creating and Nurturing a High Performing Organization	1. Interprets the complex and volatile nature of the environment to the agency or organization and adaptively moves it into a more strategic position where it can better address the challenges it faces both now and into the future; 2. Plans, defines and exhibits buy-in and full support for the change management plan to succeed organization-wide to improve organizational effectiveness; Understands the influences of each generation and common generational motivations; and 3. Builds and cultivates a shared sense of commitment between and/or among groups, departments and clients despite differences and/or complexities of relationships and leads the organization towards a learning culture committed to continuous improvement and talent development.	4	June 16 - 17	Deputy Administrators, Department Managers, Acting Department Managers	41	HESA, 2nd Floor, NEA Bldg., Q. C.	Lvl 2. Learning
3	Leadership Series Module 1 Batch 2	1. Thinking Strategically and Creatively 2. Leading Change/Managing Millennials 3. Creating and Nurturing a High Performing Organization	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; 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 3. Creates a culture where team work and interdependence is nurtured by facilitating collaboration across organizations.	3	June 23 - 24	Division Managers and Acting Division Managers	28	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning

No.	Course Title	Target Competencies	Target Behavioral Indicators (Objectives)	Target Proficiency Level	2020 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
4	Leadership Series Module 1 Batch 3	1. Thinking Strategically and Creatively 2. Leading Change/Managing Millennials 3. Creating and Nurturing a High Performing Organization	1. Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area; 2. Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change; Understands the influences of each generation and common generational motivations; and 3. Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance	2	July 1 - 2	Section Heads	29	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning
5	Leadership Series Module 2 Batch 1	1. Building Collaborative, Inclusive Working Relationship 2. Managing Performance and Coaching for Results	1. Builds and then leverages on collaborative partnerships and networks to deliver or enhance work outcomes; and 2. Leads the organization by example and through coaching towards a performance-based culture and the achievement of public service performance standards.	4	September 2 - 3	Deputy Administrators, Department Managers, Acting Department Managers	41	HESA, 2nd Floor, NEA Bldg., Q.C.	Lvl 2. Learning
6	Leadership Series Module 2 Batch 2	1. Building Collaborative, Inclusive Working Relationship 2. Managing Performance and Coaching for Results	1. Strengthens and deepens partnerships and networks to deliver or enhance work outcomes; and 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.	3	September 9 - 10	Division Managers and Acting Division Managers	28	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning
7	Leadership Series Module 2 Batch 3	1. Building Collaborative, Inclusive Working Relationship 2. Managing Performance and Coaching for Results	1. Builds partnerships and networks to deliver or enhance work outcomes; and 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.	2	September 16 - 17	Section Heads	29	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning

No.	Course Title	Target Competencies	Objective/s	Target Proficiency Level	2020 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
8	**Public Service Ethics and Accountability**	1. Demonstrating Integrity 2. Exhibiting Service Excellence	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	4	July 22 - 23	Mixed Group	41	HESA, 2nd Floor, NEA Bldg., Q. C.	Lvl 2. Learning
9	**Problem Solving and Decision Making (Batch 1)**	Solving Problem and Making Decision	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.	4	October 13 - 14	Department Managers Division Managers Section Heads Supervisors	30	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning
10	**Problem Solving and Decision Making (Batch 2)**	Solving Problem and Making Decision	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.	3	October 20 - 21	Associates	25	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning

No.	Course	Target Competencies	Target Behavioral Indicators	Target Proficiency Level	2020 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
11	Gender Sensitivity Training with Orientation for Newly Hired	N/A	To increase understanding of gender as a social construction and probing the role of social institutions in reinforcing and perpetuating gender inequalities; To recognize own personal gender biases and confront gender issues by becoming more aware of gender myths and facts; and To understand key gender and development concepts including importance of it in the enhancement of workplace's physical and social environment.	1	March 10 - 11	Employees hired 2018 and 2019	25	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2 Learning
12	Seminar on Philippine Electric Power Industry	1. Knowledge of the Philippine Electric Power Industry 2. Creative Thinking	1. Understanding the objectives of the EPIRA; 2. Understanding the underlying regulatory frameworks; 3. Differentiating the powers and functions of government agencies; 4. Understanding the workings of the electric power industry;	1	March 17-18	Employees hired 2018 and 2019	43	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2 Learning

No.	Course	Target Competencies	Target Behavioral Indicators	Target Proficiency Level	2020 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
13	Project Management Training	Monitoring, Evaluation and Assessment	1. Prepare a project charter that points the way to success 2. Create a project plan aimed at successful completion 3. Develop project budgets with ease 4. Organize a project team that will deliver results 5. Ensure project teams a success 6. Learn different ways of project monitoring, evaluation and closure	4	February 18 - 19	NEA key officials and engineers	25	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2, Learning
14	Technical Writing	Written Communicaton	The program aims to develop the participants' skills in the transformation of technical information into reader-friendly documents. Focus will be given to the importance of clarity, concreteness, coherence and conciseness in the writing of these documents. These documents are usually in the form of reports (status, progress or recommendation reports), manuals and proposals. The program is tailored to the kinds of reports in the organization.	3	March 19 - 20	NEA Engineers	25	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2, Learning
15	Competency-Based Learning and Development	1. Administering and Delivering Program Courses 2. Facilitating Learning Interventions 3. Measuring and Evaluating Learning Interventions	1. Evaluates and analyses implementation of current Learnings and Development Plan to extract inputs for succeeding plans'; 2. Prepares Monitoring and Evaluation Framework based on four levels of evaluation; 3. Assigns priority training/learning interventions to Facilitators, Training Administrators and Training Assistants; 4. Identifies resource requirements to ensure proper implementation of the priority training/learning interventions; 5. Develops learning objectives (with performance, conditions and criteria) using the SMART format and Bloom's taxonomy; and 6. Sources and recommends new Subject Matter Experts.	4	May 19 - 20	NETI and NEA officials and Employees	33	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning
16	Competency-Based HR	1. Managing Employees' Benefits, Compensation and Welfare 2. Managing Employees' Performance 3. Developing and Managing Organizational Structure	1. Establishes and develops a comprehensive employee benefits and welfare programs, Performance Management Program and organizational structure for NEA and the ECs; 2. Reviews and recommends proposals for enhancements and changes of existing processes and systems on benefits and welfare, systems on performance and organizational structure of the organization ; 3. Formulates operational policies and guidelines on the benefits and welfare, Performance Management System and organizational structure of employees; 4. Develops communication and implementation plan on the benefits and employees welfare, Performance Management Systems and organizational structure of the organization; 5. Establishes and develops a comprehensive Performance Management program and organizational structure for the NEA and the ECs;	4	August 25 - 26	HRAD, MCSO and IDD	24	Vinz Café, PH, NEA Bldg., Q.C.	Lvl 2. Learning

No.	Course	Target Competencies	Objective/s	No. of Batch	2020 Schedule	Target Participants	Estimated No. of Pax	Venue	Training Effectiveness
17	"Salamat NEAn, Mabuhay Ka" Program	N/A	To recognize the contributions of NEA employees who will be retiring this year	5	January 27/ June 8/ July 13/ July 20/ August 24	All NEA officials and employees	250	HESA, 2nd Floor, NEA Bldg., Q. C.	N/A
18	2021 Strategic Thinking cum Conference	N/A	To align strategic decisions with critical goals; To identify critical steps of strategic thinking that guarantee agency action plan succeeds; To lay down the ground rules for making stronger decisions and plans; and To set measurable, specific, and realistic objectives.	1	TBD	MANCOM, MAN and Consultants	73	HESA, 2nd Floor, NEA Bldg., Q. C.	N/A
19	2020 Mid-Year Performance Monitoring, Assessment and Planning Review	N/A	The objectives of this activity are to assess the 1st Semester 2019 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, MAN and Consultants	73	HESA, 2nd Floor, NEA Bldg., Q. C.	N/A
20	ISO Activities	N/A	To check the level of effectiveness of implementation of the QMS against the requirements of ISO 9001: 2015 standard	1	TBD	Internal Quality Auditors	15	Vinz Café, PH, NEA Bldg., Q.C.	N/A
21	Consultative Review for APP	N/A	To 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	TBD	HRAD Conference Room	N/A
C. Board of Administrators									
22	Professional Directors Program	Leadership	The Professional Director's Program is a five-day course that opens with the Corporate Governance Orientation Program on Day 1, to be followed by the significant responsibilities of board directors namely: Strategy (Day 2), Policy(Day 3), Monitoring (Day 4), and Accountability (Day 5).	1	March 11-12, 17-18	Board of Administrators	2	Makati City	N/A
23	Board Effectiveness and Enhancing Performance	Leadership	To establish the importance of inclusive leadership and align their skills to be globally competitive.	1	TBD	Board of Administrators	4	Makati City	N/A

Prepared by:

JOCELYN S. SERRANO/ JEIZEL DC. BONALES
Corporate Training Staff

Reviewed by:

ELIZABETH P. BASCO
Division Manager, PDD

Recommending Approval:

NORA I. RIVERA
Department Manager, NETI

Approved by:

EDGARDO R. MASONGSONG
Administrator