2023 Comprehensive Training Plan

NEA-EC Training Institute

Professional Development Division (NEA)

I. NEA Corporate Trainings

A. Regular Programs
   1. Leadership Competencies
   2. Core Competencies
   3. Functional Competencies
B. Gender and Development (GAD) Programs
C. Board of Directors

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

A.1 Leadership Competencies

No.	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive Dates CY 2023	No. of Batches	Estimated No. of Pax
1	Supervisory Development Course (SDC) Track 2	To enhance the quality of supervisors to develop them as the best decision-makers and ensure the sustainability efforts directed toward employee empowerment in the service.	Graduates of SDC Track 1	February 7-10	1	26
2	Leadership Development Program	This program aims to equip the participants with basic knowledge and skills on nurturing a learning organization and enable effective work performance. It also aims to promote results-based culture and client service oriented workplace.	Heads of Offices	May 16-17 (Batch 1) June 6-7 (Batch 2)	2	60

A.2 Core Competencies

No.	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive Dates CY 2023	No. of Batches	Estimated No. of Pax
3	Public Service Ethics and Accountability	1. Gain public trust through ethical and accountable public service 2. Perform and discharge duties with the highest degree of professionalism 3. Exemplify the norms of conducts and ethical behavior of public servants 4. Empower participants to prevent, detect and correct corruption.	Mixed Group	April 18-21	1	30
4	Critical Thinking & Sound Decision Making	1. Understand the clear concepts of critical thinking and decision making 2. Differentiate cognition, logic and reasoning. 3. Improve decision making based on facts, assumption and arguments 4. Understand the impact of bias in decision making and critical thinking.	Mixed Group	June 13-14	1	30

	A.3 Functional Competencies					
No.	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive Dates CY 2023	No. of Batches	Estimated No. of Pax
5	Fundamentals of Canva: Alternative to Powerpoint Presentation	1. Navigate through the canva website 2. Use and customize templates 3. Using and editing elements 4. Planning and organizing presentation 5. Branding 6. Sharing and collaborating on designs	Mixed Group	April 25-26	1	20
6	ISO 9001:2015 QMS Awareness Seminar	To improve the knowledge and understanding of the participants on the basic principles of Quality Management System based on ISO 9001:2018 Standard.	Newly Hired Employees	May 9-10	1	30
7	ISO 50001:2018 Awareness	This program aims to equip the participants with insights, most updated legal and other requirements of ISO 50001:2018 standard. It will also help the participants learn the methodology in evaluating compliance with energy legislations and regulations, to meet the commitment to compliance, which is an emphasis in the revised standard.	Members of Energy Efficiency Conservation Committee	July 20-21	1	30
8	Public Speaking Workshop	1. Learn to establish raport with audience 2. Learn techniques in reducing nervousness and fear 3. Develop public speaking techniques to create professional presence 4. Learn different ways to prepare and organize information 5. Know how to prepare, practice and deliver presentation	Prospective NEA Speakers	July 27-28	1	30
9	Seminar on Database Management with MS Excel	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	Mixed Group	September 5-6	1	20
10	Risk Assessment Workshop	1. Understand the risk assessment strategies, tools, and procedures 2. Enhance corporate and departmental risk assessment standards,guidelines and templates 3. Enhance dept risk assessment output	Department Representatives	September 19-20	1	40
11	Training the Trainers Course	1. Assess the participants' training needs more effectively 2. Design training module based on the objectives of the program 3. Employ the best methodologies for each training program 4. Experience the entire training facilitation cycle	Prospective NEA Speakers	October 24-25	1	25

No.	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive Dates CY 2023	No. of Batches	Estimated No. of Pax
12	Work Attitude and Values Enhancement (WAVE)	Review 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.	Mixed Group	November 21-22	1	40

B. Gender and Development (GAD) Programs

No.	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive Dates CY 2023	No. of Batches	Estimated No. of Pax
13	Generation and Use of Sex Disaggregated Data (SDD) and Gender Statistics Planning and Policy Making	Learn about the basics regarding the use of sex disaggregated data and gender statistics in planning and policy making.	GAD Focal Point System (GFPS)	February 2-3	1	35
14	Gender Mainstreaming and GAD Audit for GFPS (GM-GFPS)	Understand the role of GAD Focal Point System (GFPS) in mainstreaming gender as part of the NEA mandate and learn the basic tools of gender mainstreaming in the organization.	GAD Focal Point System (GFPS)	February 7-8	1	35
15	Sexual Harassment Awareness and Prevention in the Workplace	1. Increase employees' awareness on what sexual harrassment is 2. Understand the the concepts and laws regarding sexual harrassment 3. Recognize sexually harassing behaviors and avoid them	Mixed Group	March 1-2	1	30
16	Seminar-Workshop on GAD Planning and Budgeting	Enhance the knowledge and skills of the participants in preparing the GAD Plan and Budget (GPB).	GAD Focal Point System (GFPS)	May 4-5	1	35
17	GAD Orientation & Gender Sensitivity Training	Learn the mandates of GAD as a Philippine Government Program and appreciate the value of making public service gender responsive.	Mixed Group	July 18-19	1	40

C. Board of Administrator's Training

No.	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive Dates CY 2023	No. of Batches	Estimated No. of Pax
18	ICD Course Offering for 2023	Board Oversight of Culture Board Oversight of Strategy	Board of Administrators	2nd Quarter	1	5

TOTAL NO. OF PAX   **561**

REGULAR PROGRAMS	12
GENDER AND DEVELOPMENT (GAD) PROGRAMS	4
BOARD OF ADMINISTRATOR'S TRAINING	1