

NATIONAL ELECTRIFICATION ADMINISTRATION

2019 TRAINING CALENDAR



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2019 PROGRAMS FOR EC OFFICIALS AND EMPLOYEES



Top Management

Course Title	Course Description	Schedule
Cooperative Management Course I and III (CMC I & III)	Aims to prepare the new leaders to understand the operation and management of ECs, thereby capacitating them to cope with the new requirements and standards of power industry	September 23 - 27 PDA, Toledo City, Cebu
Cooperative Management Course II (CMC II) - Strategic Thinking with Administrator Edgardo R. Masongsong	Aims to align strategic decisions with critical goals; identify critical steps of strategic thinking that guarantee agency action plan succeeds; lay down the ground rules for making stronger decisions and plans; and to set measurable, specific and realistic objectives.	TBD HESA, NEA Bldg., Quezon City
Parliamentary Procedures and Policy Formulation	Aims to discuss the basic principles of corporate governance, finance in a governance setting and best practices and pathways to reforms. It will begin with the conceptual view of the corporation with a thorough discussion on the rights and duties of the corporation and its board. It will also take a straight-forward look at financial statements from governance that teaches participants how to glean financial information required in order to make sound board decisions. It will end with lessons about best practices in governance, initiating the transformation from compliances to performance.	March 26 - 28 HESA, NEA Bldg., Quezon City
Advanced Leadership Training	Aims to develop the skills and mindset in leading better and creating leaders in their teams; and to be updated on the 21stC leadership approaches and cultures in organizations so they may raise their competency to lead better and inspire more.	June 18 - 20 (Visayas) TBD (Mindanao)

2019 PROGRAMS FOR EC OFFICIALS AND EMPLOYEES



Middle Management

Course Title	Course Description	Schedule
Leadership in the Positive Workplace with Emotional Intelligence	Aims to develop interpersonal skills such as self-awareness, to cultivate empathy or the ability to understand the emotional makeup of other people and skill in responding according to their emotional reactions; to develop interpersonal skills which indicate the individual's proficiency in managing relationships and building networks; to develop skills in responding to criticisms and adversity; and to discuss Leadership strategies for working with others towards shared goals.	May 28 - 30 HESA, NEA Bldg., Quezon City
Internal Auditing Foundational Elements	Aims to understand the role of internal auditing under a governance, risk management and control framework; to formulate an internal audit strategic plans; to explain the risk based audit process and the key elements; to develop action plans to address gaps and challenges ; and to apply the tools and lessons learned to improve work performance and deliver added value.	February 19 - 22 March 19 - 22 HESA, NEA Bldg., Quezon City
Competency Modelling	Aims to introduce the participants to a Competency-Based Human Resource System as a strategy towards integrating the human resource management functions such as Recruitment & Selection, Learning & Development, Performance Management System and Rewards & Recognition.	July 16 - 18 HESA, NEA Bldg., Quezon City
Business Continuity and Succession Planning	Aims to ensure that the organization can respond effectively to a disruption and restore its essential services to the member-consumer-owners by providing policy- based and guidance to achieve the desired result.	November 12 - 14 HESA, NEA Bldg., Quezon City

2019 PROGRAMS FOR EC OFFICIALS AND EMPLOYEES



Middle Management

Course Title	Course Description	Schedule
Taxation for ECs	Aims to enlighten the participants on the concept and procedures in filing the proper tax in order to be compliance and avoid future tax problems	TBD HESA, NEA Bldg., Quezon City
Internal Audit Engagements - Module 2	Aims to learn about risk based internal auditing, data gathering tools; and interview, internal audit workpaper, report writing and presentation.	March 12-15, 2019 Luzon April 2-5, 2019 Luzon

2019 PROGRAMS FOR EC OFFICIALS AND EMPLOYEES



Associates

Course Title	Course Description	Schedule
<p>Personality Development for Secretaries</p> <p>(3 Batches)</p>	<p>Aims to promote the strategies for the personality development of the participants; it ensures that participants are given adequate opportunity to develop their skills that will help improve their functional efficiency and the rationale behind this endeavor is the recognition of the multifaceted influence of the personality of the employees upon organizational effectiveness.</p>	<p>February 26 - 28 Luzon</p> <p>September 10 - 12 Visayas</p> <p>November 19 - 21 Mindanao</p>
<p>Electronic/ Computerized Records Management</p>	<p>Aims to help the organization to consider the opportunities and challenges brought by electronic records management; to access readiness for an electronic records management system; and to plan for the design and implementation of a cost-effective electronic records management system that is functional, scalable, and sustainable.</p>	<p>July 23 - 25 (Luzon)</p> <p>August 21 - 22 (Visayas)</p> <p>October 2 - 3 (Mindanao)</p>

2019 PROGRAMS FOR EC OFFICIALS AND EMPLOYEES



Mixed Level

Course Title	Course Description	Schedule
Regional Media Skills Workshop and Creative Writing	Aims to address the role of media relations in the organization; to learn the proper media handling for their stakeholders; to be abreast with new platforms in managing corporate image and operations and to prepare the participants in handling media releases, interviews and inquiries and to understand the impact of media to the operation of electric cooperatives	October (Batch 1)
Basic Occupational Safety and Health	Aims to understand the Occupational safety and health (OSH) standards of the Philippines and guide management in complying with the provisions; to broaden perspectives in managing health/safety through information on latest best safety practices; to identify and evaluate hazards and recommend a prevention and control program; and to effectively conduct a safety and health management system.	January 22 - 25 May 14 - 17 September 24 - 27 HESA, NEA Bldg., Quezon City
Training on Data Privacy Act, Freedom of Information and Cyber Security	Aims to gain a basic understanding on the Data Privacy Act and its IRR, the address compliance issues and some best practices of other organization EC may adopt.	March 19 - 21 (Luzon) June 25 - 27 (Visayas) October 15 - 17 (Mindanao) HESA, NEA Bldg., Quezon City
Philippine Electric Power Industry for ECs	Aims to acquaint the participants on fundamentals scientific principles, concepts, and terminologies used in the discussion of Electric Power Systems and to enable the participants to appreciate the major provisions of EPIRA, its historical perspective, and its significance to the EC.	October 8 - 10 HESA, NEA Bldg., Quezon City

2019 PROGRAMS FOR EC OFFICIALS AND EMPLOYEES



Mixed Level

Course Title	Course Description	Schedule
Training of the DICT - National Broadband Plan and Wifi For All Projects for NEA and ECs	As per Department of Information and Communications Technology (DICT), the NBP, will address the clamor for universal, faster and affordable Internet Access with three major broad strategies, namely: 1) establishment of policy and regulatory reforms; 2) government investment in broadband infrastructure; and 3) support for the stimulation of broadband demand.	<p>May 7 - 9, (Luzon)</p> <p>July 2 - 4 (Visayas)</p> <p>October 22 - 24 (Mindanao)</p> <p>HESA, NEA Bldg., Quezon City</p>
Construction Occupational Safety and Health	40-hour mandatory course for designated safety officers, safety representatives of various contractors, sustaining technical employees (STEs) of construction firms and others whose work revolves around work safety and health in construction sites. It is also a requirement for accreditation as safety practitioners in the construction industry in the Philippines. It tackles key OSH concepts, principles and practices that are foundational knowledge requirements in the construction industry. Specifically, it facilitates learning on the importance of OSH in the construction industry.	<p>May 21 - 24</p> <p>HESA, NEA Bldg., Quezon City</p>
Regional Work Order Procedures	To fully understand the process of a work order from used collecting data, to a request for construction or repair. It also addresses the system of retirement of materials and equipment and the role of record keeping.	<p>April 2 - 4, 2019</p> <p>HESA, NEA Bldg., Quezon City</p>

2019 PROGRAMS FOR EC OFFICIALS AND EMPLOYEES



Customized Programs

Course Title	Course Description	Schedule
Simplified Planning Tool for Development of Renewable Energy-Diesel Hybrid System and Design of Utility Scale Solar PV	Aims to help the electric cooperatives have a better understanding of the basic concept of hybridization and how it works; to train the electric cooperatives on the use and functions of the simplified planning tool; to provide assistant to ECs through this training including technical and financial simulation, in developing hybridization projects for their assessment; and to design and evaluate the leastcost hybrid configuration which is technically acceptable and financially viable.	3 days
Training on Data Privacy Act, Freedom of Information and Cyber Security	Aims to gain a basic understanding on the Data Privacy Act and its IRR, the address compliance issues and some best practices of other organization EC may adopt.	June 25 - 27 HESA, NEA Bldg., Quezon City
Electronic Records Management / Computerized Records Management	This training course aims to help the organization: 1. To consider opportunities and challenges brought by electronic records management; 2. To access readiness for an electronic records management system; and 3. To plan for the design and implementation of a cost-effective electronic records management system that is functional, scalable, and sustainable.	2 days
Electric Power Distribution Line Construction - TESDA National Certificate Level II (Basic Lineworker Training Course)	Aims to guide trainees in acquiring knowledge and skills in construction, operation, preparation and maintenance of distribution lines and to inculcate the value of safety in the performance of duties.	30 days
Power Distribution System Lineman Enhancement Course	Aims to upgrade the job skills of linemen; update them in the use of new technologies; and imbibe work values and safety awareness to ensure quality of work.	5 days

2019 PROGRAMS FOR EC OFFICIALS AND EMPLOYEES



Customized Programs

Course Title	Course Description	Schedule
Distribution Impact Study	Aims to equip technical personnel of the basic skills in determining the impact of embedded generation and CAPEX projects to the distribution system	2 Days
Net Metering Rules and Interconnection Standards for ECs	Gain understanding of solar roof top installations and other Renewable Energy technologies under the net metering scheme and its implications for Ecs in technical and administrative processes; 2. Enable Ecs implement net metering in their respective franchise and develop their own implementation plans; and 3. Monitor by NEA the implementation plans of ECs.	2 days
Meter Reading, Billing and Collection Procedures	Aims to acquire skills in evolving effective and systematic procedures in meter reading, billing and collections.	3 days
Work Attitude and Values Enhancement at the Workplace for EC Employees	Aims to internalize the significance of integrating professional life into the personal principles with the participants to have a healthy, motivated life; to walk through the important aspects of re-aligning the personal and professional values of the participants to the company's values; to equip participants with skills in dealing with bosses and co-employees to foster harmonious relationship in the organization; to realize and rediscover strengths as well as to create strategies and intervention activities to determine improvement areas in the participants' attitudes and behaviors to improve work performance; and to prepare a re-entry action plan to sustain one's positive attitude towards work.	2 days
Quality Customer Relations	Aims to develop knowledge, behavior and skills in dealing and handling complaints of different member-consumers.	2 days

2019 PROGRAMS FOR EC OFFICIALS AND EMPLOYEES



Non - Competency Program

Course Title	Course Description	Schedule
50th NEA Anniversary	A two-day grand event will be held to recognize the milestone NEA has accomplished in the past 50 years.	August 6 - 8, 2019
Technology Convention	This year summit showcases the many ways that technology is incorporated and the possibilities it creates. Panels, presentations, industry exhibition and career/professional networking event,. exploring how Information and Communication Technologies are transforming the organization, business and our everyday lives	August 27 - 28, 2019

2019 PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES



Board of Administrator (*Leadership Competencies*)

Course Title	Course Description	Schedule
Corporate Governance Orientation Program	Is a one day course covering the basic principles, importance and benefits of modern corporate governance	TBD
Corporate Governance Board Effectiveness and Best Practices	Aims to help the participants in aligning their skills to the global standard and best practices on board effectiveness.	TBD
Professional Directors Program	Is a 5-day course that expands knowledge and appreciation of the role of a corporate director. It is designed to professionalize the practice of corporate directorship and promote best practices in the boardroom	TBD
Technology Governance for Directors	Aims to orient boards on technological trends, corporate governance in the midst of these trends, strategic perspectives in information technology, and managing the risks in the context of the increased use of technology in anti-money laundering activities and data privacy	TBD
Enhancing Audit Committee Effectiveness	Enhancing Audit Committee Effectiveness (Essentials) aims to enable Audit Committee members to effectively meet the demands of their role in helping the corporation achieve its overall objectives. Participants will learn leading practices through lectures and case discussions that also promote interaction and network building.	TBD

2019 PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES



Regular Programs (*Leadership Competencies*)

Course Title	Course Description	Schedule
Ethical Leadership	To explore the bedrock of ethical leadership and decision-making. It aims to help leaders and managers in dealing with complex ethical leadership issues and dilemmas more positively and effectively	May 15-17, 2019
Public Service Ethics and Accountability	To perform and discharge duties with the highest degree of professionalism; to exemplify the norms of conduct and ethical behaviour of public servants	May 21-23, 2019
Supervisory Development Course Track 1	To enhance the quality of supervisors to ensure sustainability efforts directed toward employee empowerment in the service.	June 25-28, 2019
Mentoring and Coaching for Leaders	To equip with the purpose, principles, processes and practices of mentoring and coaching that will enable them to develop the necessary competencies to effectively mentor and coach others.	July 9 - 10, 2019
7 Habits of Highly Effective Government Leaders	To familiarize with FranklinCovey's The 7 Habits of Highly Effective Government Leaders training workshop focuses on the fundamentals of leading the modern, mobile knowledge worker. Both new and experienced managers acquire a set of tools to help them meet today's management challenges, including conflict resolution, prioritization, performance management, accountability and trust, execution, collaboration, and team and employee development.	July 17-18, 2019

2019 PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES



Regular Programs (*Technical Competencies*)

Course Title	Course Description	Schedule
Defensive and Effective Vehicle Operations and Maintenance Training	To explain the reasons for applying preventive maintenance; demonstrate the procedures in engine tune-up; identify basic car parts; demonstrate procedures in checking car parts; and perform basic car troubleshooting.	February 27-28, 2019
Advance MS Excel	To learn to how to use pivot table in excel, use advanced functions of Excel 2010 to improve productivity, enhance spreadsheets with templates, charts, graphics, and excel formulas and streamline their operational work.	May 2-3, 2019
Republic Act No. 9184	To guide the newly-reconstituted Bids and Awards Committee Members, Secretariat and Technical Working Group with the procurement process specifically on the bid documents preparation and the procurement process from pre-bid to post-qualification of the winning bidder.	May 2-3, 2019
Accounting for Non-Accountants	To describe the basic principles of accounting; identify the main valuation principles of various balance sheet items and their impacts on the annual accounts; understand the accounting rules and methods for financing and investment instruments; understand the annual accounts of a company.	May 28-29, 2019
Quality Management System Root Cause Analysis and Corrective Action	To enhance problem solving effectiveness by providing a model to analyze problem situations; To apply appropriate tools/ methodologies to identify and correct root causes of problems	June 5-6, 2019

2019 PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES



Regular Programs (*Technical Competencies*)

Course Title	Course Description	Schedule
MS Excel Macro/VBA	To give participants a thorough grounding in Excel VBA. It uses multiple exercises to ensure that participants can practice the key techniques that are taught and also ask any questions that they may have.	June 18-20, 2019
Risk Management and Mitigation Seminar	To analyze risk management frameworks and different types of risk; Build awareness of specific risk such as credit, market and operational; Understand how risk standards are developed and identifying key criteria for implementing effective risk controls, procedures and regulatory process	June 26 - 27, 2019
Financial Analysis and Utility Accounting	To provide participants with knowledge and understanding of the ways finance affects business objectives and strategic decision making; to gain knowledge on the recent updates of PFRS	TBD
Quality Management System Root Cause Analysis and Corrective Action	To enhance problem solving effectiveness by providing a model to analyze problem situations; To apply appropriate tools/ methodologies to identify and correct root causes of problems	June 5-6, 2019
MS Excel Macro/VBA	To give participants a thorough grounding in Excel VBA. It uses multiple exercises to ensure that participants can practice the key techniques that are taught and also ask any questions that they may have.	June 18-20, 2019
Presentation and Interpersonal Skills Development	To provide basic knowledge on the techniques and skills used when presenting; to provide and overview of the methods used to develop aids and support materials for an effective presentation; and to influence others and get work done more smoothly through effective communication.	September 11 - 12, 2019

2019 PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES



Regular Programs (*Technical Competencies*)

Course Title	Course Description	Schedule
Geographic Information System (Supermap)	To gain expertise on the design and estimate of GI System and increase knowledge on field data gathering technique for long term GI System	September 25 - 26, 2019
AUTOCAD	To understand the concept and techniques to draw, plot or print drawing by scale; Navigate through AUTOCAD using navigatory tools and create multiple designs using several tools.	October 9 - 10, 2019
Technical Report Writing	To define what technical writing is, including its varieties and applications; to evaluate effective technical writing in terms of clarity, conciseness, accessibility, accuracy and audience awareness.	November 13 - 14, 2019

2019 PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES



Regular Programs *(Behavioral/ Organization/ Core Competencies)*

Course Title	Course Description	Schedule
Time and Stress Management	To develop the ability to avoid negative stress while enhancing positive experience, develop a balanced lifestyle in order to control stress in the long term and utilize effective relaxation and stress reduction techniques.	February 7 - 8
GST and Gender Mainstreaming for GFPS	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.	March 12 - 13
Gender Sensitivity Training with Orientation for Newly Hired	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.	March 20 - 21
Teambuilding	To instill in each employee a sense of team, align their shared purpose, goals and targets and establish a positive team culture, the beliefs, values and norms of behavior	April 12 - 13

2019 PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES



Non-Competency (*Leadership Competencies*)

Course Title	Course Description	Schedule
NEA 2019 Vin d' honneur and Fellowship	To foster stronger ties and promote camaraderie between and among NEA officials and employees and service partners	January 7
Continuation of the 2019 Strategic Thinking cum Conference	The objective is to further solicit the respective inputs/suggestions of the EC Allied Organizations Presidents/Representatives and NEA Consultants on the identified critical issues that were discussed during the first part of the 2019 Strategic Thinking cum Conference held on November 27-29, 2018.	January 10 - 11
2018 Mid-Year Performance Monitoring, Assessment and Planning Review	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.	TBD
Consultative Review for APP	To review the consolidated project procurement management plans of each department; and inform the basis for inclusion/ exclusion of the requested logistical requirements.	TBD
"Salamat NEAn, Mabuhay Ka" Program	To recognize the contributions of NEA employees who will be retiring this year	March 18, April 8, April 29, May 6, May 27, July 15, November 18, December 9 and December 16
ISO Activities	To check the level of effectiveness of implementation of the QMS against the requirements of ISO 9001: 2015 standard	TBD

2019 PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES



Non - Competency Program

Course Title	Course Description	Schedule
Time and Stress Management	To develop the ability to avoid negative stress while enhancing positive experience, develop a balanced lifestyle in order to control stress in the long term and utilize effective relaxation and stress reduction techniques.	February 7 - 8
GST and Gender Mainstreaming for GFPS	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.	March 12 - 13
Gender Sensitivity Training with Orientation for Newly Hired	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.	March 20 - 21
Teambuilding	To instill in each employee a sense of team, align their shared purpose, goals and targets and establish a positive team culture, the beliefs, values and norms of behavior	April 12 - 013

2019 PROGRAMS FOR NEA OFFICIALS AND EMPLOYEES



Board of Administrator

Course Title	Course Description	Schedule
Corporate Governance	To help the participants in aligning their skills to the global standard and best practices on board effectiveness	TBD
Corporate Governance Orientation Program	Is a one day course covering the basic principles, importance and benefits of modern corporate governance	TBD
Professional Directors Program	To expands the knowledge and appreciation of the role of a corporate director. It is designed to professionalize the practice of corporate directorship and promote best practices in the boardroom	TBD
Enhancing Audit Committee Effectiveness	To enable Audit Committee members to effectively meet the demands of their role in helping the corporation achieve its overall objectives. Participants will learn leading practices through lectures and case discussions that also promote interaction and network building.	TBD