

# OFFICE FOR CORPORATE AND EC TRAINING

## 2017 Comprehensive Training Plan

### I. Corporate Training

	Courses	Course Description	No. of School/s	Date	Target Participants	Venue
<b>I. Top Management</b>						
1	Professional Directors Program	Appreciate the importance of good corporate governance to a corporation; to understand the role, responsibilities, and risks involved in being a director, independent or otherwise; add value to the workings Of the board through the application Of best practices in good corporate governance.	1	March 1,8,9,15,16, 2017	Board of Administrators	Hotel Discovery Primea, Makati City and Dusit Thani, Manila
2	Best Practices in Parliamentary Procedures for Public Officials	Aims to educate public officials of the rules of parliamentary procedures to control the outcome of the meetings, deliberations, crafting of policies and debates and to gain mastery of parliamentary procedures for effective deliberations, board and committee meetings and policy making.	1	26-May-17	Board of Administrators	Manila Marriott Hotel, Pasay City
3	Asia Clean Energy Forum	Aims to focus on facing the challenges and taking advantage Of the opportunities created by the local arrangements to meet targets on energy and the climate under the theme "The Future is Here: Achieving Universal Access and Climate Targets"	1	June 5-8, 2017	Board of Administrators	ADB Headquarters, 6 ADB Avenue, Mandaluyong City
4	Introduction to Finance for Directors	Aims to appreciate the importance Of knowing how to read and analyze financial statements; to ensure that financial statements accurately reflect the organization's financial position; to appreciate the importance of maintaining the accuracy and integrity of an organization's accounts; to understand board's role in financial stewardship & oversight, and internal control; to appreciate Board's perspective within the accounting function	1	August 24, 2017	Board of Administrators	Discovery Primea, Makati City
<b>B. Regular Programs</b>						
<b>I. Financial</b>						
5	Comprehensive Seminar on Tax Updates	Aims to provide updated information on FWT and EWT (i.e. Revenue Regulations, Revenue Memorandum Circulars, rulings and court decisions and discuss latest BIR enforcement strategies, the most recent issuances, rulings, and court decisions involving tax audit issues, and helpful and practical tips in dealing with BIR during the tax audit process.	1	February 28 - March 1, 2017 March 8-9, 2017	JOYS, SUPER-N and SCAN	HESA, 2nd Floor, NEA Bldg., Diliman, Quezon City

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6	Financial Statement Analysis for Focused Decision Making	Aims to learn how to read and interpret the financial statements, understand the basic accounting and finance terms, know how to compute and interpret financial ratios, make good assessment of the past and present performance and create better decision and forecast of future performance	1	May 23-24, 2017	JOYS, SUPER-N and SCAN	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
7	Strategic Key Accounts Management	Aims to boost the ability and confidence in managing strategic accounts, build a deeper understanding of customers and long-term relationships, and use Key Account Management Matrix to classify accounts to serve them better	1	September 19-20, 2017	UNA, JOYS, SUPER-N and SCAN	Vinz Cafe, NEA Bldg., Quezon City

#### II. Institutional

8	Ethical Leadership	Aims to impart to the participants the basic principles governing ethical standards in the public sector; discuss the norms of conduct in the public service in the context of ethical decision making	1	February 7-9, 2017	SCAN, MAN and MANCOM	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
9	Facilitation and Evaluation Skills	Aims to learn how to build an agenda, ask questions that generate robust and candid responses, manage disagreement, respond to destructive and dysfunctional behavior and build consensus using a variety of tools.	1	March 28-30, 2017	JOYS, SUPER-N, SCAN and MAN	Vinz Café, PH, NEA Bldg., Diliman, Quezon City

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10	Records Management	Aims to develop the participants' records management with the use of information technology and to convert manual filing system to computerized records management	1	July 25-26, 2017	UNA and JOYS	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
11	Personal Institutional Value Analysis	Aims to guide an individual to understand what is important to them in their life and what changes are necessary to find personal fulfillment at work.	1	May 8, 2017	MANCOM	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
12	Supervisory Development Tracks 2 and 3	Aims to guide supervisors to assess the organization's readiness for empowerment ; develop or improve their skills in making effective presentations and impart basic skills on how to plan and lead a meeting	1	June 20-23, 2017	SUPER-N and SCAN	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
13	Strategic Public Affairs and Lobbying Seminar	Aims to navigate the legislative environment, dissect the issues, and execute powerful Public Affairs campaigns; to refine the powers of persuasion with individual coaching	1	August 30-31, 2017	SCAN and MAN	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
14	Image, Personality and Communications Training	Aims to increase the level of confidence that projects positive professional image to appear credible in front of the decision makers and stakeholders; to groom self with wardrobe, accessories and corporate courtesies and to expand communication style that creates positive rapport with customers	1	November 21-22, 2017	UNA, JOYS and SUPER-N	Vinz Café, PH, NEA Bldg., Diliman, Quezon City

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<b>III. Technical</b>						
15	Social Media for Development	Aims to help policy makers, government leaders, and communication officers to expand their outreach or citizen engagement using social media	1	March 21-22, 2017	JOYS, SUPER-N and SCAN	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
16	Substation Construction Design and Wiring	Aims to identify performance requirements; to present transformer basic applications, manufacturing and hands-on testing on offline power transformer at site; emphasize methods in insulation power factor testing and to propose plan on periodic, predictive and condition-based maintenance	1	July 4-5, 2017	NEA Technical Personnel	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
17	Seminar-Workshop on Protective Relaying	Aims to help the participants become adept in basic methodology, description, purpose and importance of protective relaying in the electric power system through hands-on simulation, calculation and interpretation.	1	May 9-10, 2017	NEA Technical Personnel	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
18	Basic Occupational, Safety and Health Training	Aims to tackle key OSH concepts, principles and practices that are foundational knowledge requirements applicable in almost all industries. Specifically, it assists learners in identifying the key elements in the OSH situation both here and abroad; determine existing and potential safety and health hazards; identify the range of control measures; discuss pertinent provisions of Philippine laws that refer to occupational safety and health; explain key principles in effectively communicating OSH; identify components of effective OSH programs and demonstrate some skills in identifying hazards and corresponding control measures at the workplace.	1	September 5-6, 2017	NEA Technical Personnel	Vinz Café, PH, NEA Bldg., Diliman, Quezon City

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19	Seminar on Power Supply Contracting	To familiarize the participants with the models of power industry structures, electricity market design, & principles of power supply economics, different power supply contracts, price structures & risk management provisions.	1	April 6-7, 2017	NEA Technical Personnel	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
20	ICT Development Essentials for Government Leaders	Aims to develop familiarity with the substantive issues related to ICTD from both a policy and technology perspective and to provide a good understanding of what the current digital technology is capable of where technology is headed, and what this implies for policymaking	1	October 10-11, 2017	MAN and MANCOM	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
21	Defensive Driving and Troubleshooting	Aims to identify the competencies that the drivers must achieve to operate light motor vehicles classified under LTO Restriction code 1 and 2; transport passengers and loads over specified routes to local or district location and collect fare duly authorized by the relevant government agency; comply with local traffic rules and regulations and perform minor vehicle repairs and other minor servicing.	1	October 21 and 28, 2017	NEA Drivers and some Interested NEA employees	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
<b>IV. Audit</b>						
22	Enhancing Audit Quality and Auditors' Competence	Aims to learn and/or apply principles of auditing- foundation; to prepare, conduct and manage risk-based internal audit and to help contribute in the success of the business.	1	June 7-8, 2017	Internal Quality Auditors	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
23	Effective Presentation Skills for Auditors	Aims to develop the skills of NEA auditors in conveying crucial and factual information more efficiently and in a more compelling fashion to support their conclusions and guidance	1	July 18-19, 2017	NEA Auditors	Vinz Café, PH, NEA Bldg., Diliman, Quezon City

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24	Operational Auditing: Evaluating Procurement and Sourcing	Explore the imperatives of strategic sourcing and procurement, types of procurement, different sourcing and procurement strategies and methods, and all facets of the procurement operating model. Discover the integral role of sourcing management and procurement in the supply chain, and review the potential effect of emerging sourcing and procurement risks, trends, and best practices.	1	November 7-8, 2017	NEA Auditors	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
<b>C. Conferences, Meetings and Other Activities</b>						
25	ISO 9001:2015 Recognition Ceremonies	Aims to recognize and celebrate the issuance of ISO 9001:2015 Certificate to the National Electrification Administration by TUV Rheinland the certificate for the successful implementation of the Agency's QMS	1	January 9, 2017	All NEA employees	HESA, 2nd Floor, NEA Bldg., Diliman, Quezon City
26	Briefing-Orientation on Integrity Management Program	Aims to familiarize the participants with the Integrity Development Action Plan which is designed to be a systematic diagnostic tool to determine an institution's resistance and vulnerabilities to corruption.	1	February 6, 2017	Assembly of Leaders	HESA, 2nd Floor, NEA Bldg., Diliman, Quezon City
27	EC Consultative and Recognition Ceremonies	To renew commitment to ensure the attainment of the accelerated pace of total electrification as a mandate of the government	1	April 27-28, 2017	EC and NEA officials and employees	TBA
28	Consultative Review for APP	The Departments/ Offices will review the consolidated project procurement management plans of each department; and inform the basis for inclusion/ exclusion of the requested logistical requirements.	1	October 2017	APP Coordinators	HRAD Conference Room, 4th Floor, NEA Bldg., Diliman, Quezon City

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29	Salamat NEAN Program	The program is being held in recognition for the contributions of the retiring officials and employees of this agency.	3	various dates	Retirees	H.E.S. Auditorium, NEA Bldg., Quezon City
30	ISO Activities	To check the level of effectiveness of implementation of the QMS against the requirements of ISO 9001: 2015 standard	7	various dates	Internal Quality Auditors	Vinz Café, PH, NEA Bldg., Diliman, Quezon City

### D. GAD Programs

31	Gender Mainstreaming Evaluation Framework	Aims to guide the GFPS in measuring the extent of the gender mainstreaming efforts of NEA and to assist them in measuring gains and successes, as well as pinpoint areas for improvement in the way they mainstream the gender and development perspective	1	March 16-17, 2017	GAD Focal Point System	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
32	Sex-Disaggregated Data Gathering and Gender Analysis for ECs (Luzon ECs)	Aims to explore the intrinsic relationship between gender and development and integrate gender into contextual analysis, and use gender analysis frameworks and tools effectively	1	May 31- June 1, 2017	Some Luzon ECs	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
33	Sex-Disaggregated Data Gathering and Gender Analysis for ECs (VisayasECs)	Aims to explore the intrinsic relationship between gender and development and integrate gender into contextual analysis, and use gender analysis frameworks and tools effectively	1	June 28-29, 2017	Some Visayas ECs	Vinz Café, PH, NEA Bldg., Diliman, Quezon City

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34	Gender Sensitivity Training for Newly-Hired Employees	Aims to explore gender issues and identify gender-biased attitudes and behavior as well as to discover some of their own stereotyped assumptions about men and women	1	August 15, 2017	Newly-Hired Employees	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
35	Gender Sensitivity Training for NEA Employees	Aims to explore gender issues and identify gender-biased attitudes and behavior as well as to discover some of their own stereotyped assumptions about men and women	1	August 16, 2017	Mixed Group	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
36	Sex-Disaggregated Data Gathering and Gender Analysis for ECs (Mindanao ECs)	Aims to explore the intrinsic relationship between gender and development and integrate gender into contextual analysis, and use gender analysis frameworks and tools effectively	1	September 26-27, 2017	Some Mindanao ECs	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
37	Sex-Disaggregated Data Gathering or GAD Profiling/ Case Study Organization-Focused Client-Focused	Aims to improve the availability of sex-disaggregated statistics in the RE Sector to improve knowledge and statistics on women's economic participation to accelerate the economic advancement of women in the RE Sector and to help the policymakers in developing policies and design effective programs that benefit men and women	1	October 2017 November 2017	GAD Consultant with some GFPS Members	Vinz Café, PH, NEA Bldg., Diliman, Quezon City
38	Anti-Sexual Harassment Law	Aims to provide an overview of what sexual harassment is, explains legal definitions, discusses sexual harassment prevention, and shows how to handle sexual harassment complaints and maintain a positive work environment	1	December 5-6, 2017	Mixed Group	Vinz Café, PH, NEA Bldg., Diliman, Quezon City