# 2022 Comprehensive Training Plan
NEA-EC Training Institute

## II. Professional Development Division (EC Training)

**LIST OF COMPETENCY TRAINING PROGRAMS FOR EC OFFICIALS AND EMPLOYEES FOR CALENDAR YEAR 2022**

| # | COURSE TITLE | OBJECTIVES | TARGET PARTICIPANTS | TARGET # OF PAX BATCH | No of Batches | INCLUSIVE DATES CY 2022 |
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| **COURSES FOR BOARD OF DIRECTORS & CORPORATE GOVERNANCE** | | | | | | |
| 1 | Cooperative Management Course I & III | The course aims to prepare the new leaders to understand the operation and the management of ECs, thereby capacitating them to cope with the new requirements and standards of the power industry;to appreciate the role and responsibilities of the Board; and to familiarize with NEA's mandate, policies and its departmental functions. | Newly-elected/appointed EC Board Directors, newly appointed General Managers or designated OICs, NEA Representatives, and those BODs who have not yet attended CMC I. | 60 | 1 | March 6 - 11 |
| 2 | How to Really Read Financial Statements | The course is designed for the management officers and board directors of ECs to upgrade their skills on how to read, understand, and interpret financial statements, as there are many peculiarities in the accounting and financial reporting practices of ECs that are not taught in schools. | Board Directors | 60 | 3 | Batch 1: January 18 - 21 Batch2: April |
| 3 | Philippine Electric Power Industry | The course aims to acquaint the participants on fundamental scientific principles, concepts, and termonologies 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. | Board Directors | 60 | 2 | Batch 6: February 8-11 Batch 7: October 4 - 7 |

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| **MANAGEMENT & SUPERVISORY DEVELOPMENT** | | | | | | |
| 4 | Safety Leadership Program | The course aims to enable participants to understand safety management concepts, understand the importance of developing an effective safety culture, and recognize, evaluate and implement better safety management approach in the EC. | Safety Officers, Managers, Supervisors | 30 | 4 | 2nd Semester |
| 5 | Introduction to Competencies and its Role In Organization / CMC I | This course aims to provide the participants an appreciation of competencies and how it will benefit their EC. It will further seek an agreement to promote competencies in their respective ECs | Institutional representative of the Board, Heads of the Institutional Services Department (ISD Manager) and the Human Resources Division Managers | 30 | 2 | Batch 2: January 25 - 27 Batch 3: March 29 - 31 |
| 6 | Supervisory Development Course | This course aims to develop new supervisors' confidence by understanding one's self and career, handling responsibilities, becoming better leaders, and learning essential communication process. | First-line supervisors and high potential employees | 30 | 3 | 2nd & 3rd Quarter |
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| **FINANCE & AUDIT** | | | | | | |
| 7 | Utility Accounting & Informations Systems Audit | The course aims to: 1) Orient & enhance the competencies of the participants on utility accounting, particularly, the EC's Accounting System; 2) perform financial analysis based on financial statements which serve as basis in making business decisions and the overall Performance of ECs on the financial aspect; 3) prepare accurately the different reports as required by government agencies like NEA, CDA, ERC, DOE, BIR, as well as other institutions like banks; and 4) undertand the information systems audit. | Finance & Audit managers & staff, accountants, bookkeepers, IT representatives | 35 | 2 | 2nd Semester |
| 8 | Essentials and Practice of Internal Auditing: Module 1 - Internal Auditing Foundational Elements | The course aims to: 1. Understand the role of internal auditing under a governance, risk management and control framework in an electric cooperative's setting; 2. Formulate an internal audit strategic plan; 3. Explain the risk based audit process and the key elements; 4. Develop action plans to address gaps and challenges; and 5. Apply the tools and lessons learned to improve work performance and deliver added value. | EC Internal Auditors, Supervisors and Audit Staff (Mindanao ECs and remainig ECs not yet attended this training) | 30 | 1 | February 28 - March 4 |

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| 9 | Module 2: Internal Audit Engagements | The course aims to: 1. Understand the individual engagement audit process: planning, performing, communicating results and monitoring progress, including preparations of workpapers and use of data gathering tools; 2. Learn how to communicate audit findings clearly and improve the quality of audit reports; and 3.Learn how to deliver effective presentations to auditees, management and other stakeholders. | Graduates of Seminar on Module 1 as pre-requisite | 30 | 1 | 2nd Quarter |
| 10 | Fraud Auditing Fundamentals | The course aims to: Learn about Fraud Awareness, fraud responsibilities, fraud risk assessment, fraud prevention and detection program and fraud investigation.  At the end of the seminar, the participants are expected to have the capability to incorporate fraud auditing ito their audit process and contribute improving the risk and control environment in their organization. | Graduates of Seminars on Essentials and Practice of Internal Auditing: Modules 1 and II | 40 | 2 | February 3-4, 7-8; May 23-27 |
| 11 | IT Auditing Fundamentals | This course will provide a general overview of IT Auditing, within the context of today's business environment that is highly dependent on IT. At the end of the course, the participants are expected to understand the value of IT and IT controls in Business Operations and Strategy. They will also understand information systems control and auditing frameworks. | EC Internal Auditors, Supervisors and Audit Staff | 30 | 2 | Batch 1: June 6-10 Batch 2: July 4-8 |
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| **POWER SYSTEM ENGINEERING & TECHNICAL SKILLS** | | | | | | |
| 12 | PV Systems Installation NC II | The course is designed to enhance the knowledge, desirable attitudes and skills of a PV systems installation technician in accordance with industry standards. It covers core competencies such as: perform site assessment, check PV components and materials' compliance, install and commission PV system and prepare documentation requirements for PV systems installation. | PV Systems Installation Tehnicians | 13 | 1 | August-September |

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| 13 | Substation Testing and Maintenance | To facilitate the participants' understanding of the principles and methodologies of substation testing and maintenance, and to familiarize them with the impacts of maintenance, maintenance policies, electrical preventive maintenance, electrical testing, planning substation testing and maintenance, and substation testing and maintenance records. | Substation Tenders/Engineers, Protection Engineers, Planning Engineers, System Control Engineers | 30 | 2 | May 24-27June 21-24 |
| 14 | Safety Course HIRAC - Hazard Identification, Risk Assessment & Determination of Controls | The course aims to facilitate the participants' understanding of an integration tool to identify, assess, measure and control hazard and risk at the workplace and its activities, to eliminate, reduce and control the possibility for any accidents to occur. | Safety Officers | 40 | 2 | 2nd Semester |
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| **COMMUNICATIONS, IT & OFFICE PRODUCTIVITY** | | | | | | |
| 15 | Technical Report Writing | The course aims to teach the participants to: 1) plan how to write the documents, given their target reader-use; 2) translate complex information into readable and understandable form; 3) apply the principles of completeness, correctness, clarity, conciseness, consideration; and 4) revise, edit, and proofread the output. | Auditors, Accountants | 30 | 2 | February 15-18;   March 15-18 |
| 16 | Public Speaking & Presentation Skills | The course aims to enhance the participants' knowledge on how to strengthen and apply public speaking and presentation skills; build and learn how to present with confidence and establish rapport with the audience. | Supervisors and Potential speakers & trainers | 25 | 2 | 2nd Semester |
| 17 | Social Media as Customer Communications Channel | The course aims to provide the management with analytical tools to assist ECs in setting-up or enhancing their social media presence to communicate effectively with their member-consumer-owners | | 25 | 2 | 2nd Quarter |
| 18 | Information Systems Strategic Planning | The course aims to introduce the frameworks and strategies which will assist ECs in crafting their respective information system strategic plans | | 30 | 1 | 2nd Semester |
| 19 | MS Excel Training (Basic/Advance) | The course aims to improve the existing workbooks of NEA and increase the productivity of the participants in using MS Excel by demonstrating its basic and advanced functions and features for data analysis and database management. | Mixed level - MS Excel users | 25 | 3 | 2nd & 3rd Quarter |

| | | Gender and Development | | | | |
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| 20 | GAD Orientation | The course aims to introduce the different GAD concepts, mandates and laws. | ISD Managers | 50 | 3 | 1st and 2nd quarter |

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