

2020 Comprehensive Training Plan

NEA-EC Training Institute

I. PROFESSIONAL DEVELOPMENT DIVISION (Electric Cooperative Training)

A. Public Offering (Top Management)						
Code	Course Title	Course Objectives	Batches	2020 Schedule/ EC Region	Target Participants	Venue
CMCI&III	Cooperative Management Courses I and III (CMC I & III)	<ul style="list-style-type: none"> Analyze the operation and management of Electric Cooperatives; and Develop the capacity to cope with the new requirements and standards of the power industry. 	1	October 13 - 16	All EC Newly-elected Board Directors, appointed General Managers and Officers-in-Charge	People Development Academy (PDA), Toledo City, Cebu
CMC2	Cooperative Management Course II (CMC II) - Strategic Thinking	<ul style="list-style-type: none"> Identify critical steps of strategic thinking that guarantee success of agency action plan; Delineate methods to align strategic decisions with critical goals; and Develop measurable, specific, and realistic objectives. 	3	November 17 - 19	All EC Board Directors, General Managers and Officers-in-Charge	TBD
PEPI	Philippine Electric Power Industry for ECs	<ul style="list-style-type: none"> Explain the fundamental scientific principles, concepts, and terminologies used in the discussion of Electric Power Systems; and Discuss the major provisions of EPIRA, its historical perspective, and its significance to the EC. Understand and familiarize on the principles of power supply contracting, load forecasting, and evaluating the price-related provisions of power supply contracts. 	2	February 19 - 20: Visayas June 23 - 24: Mindanao	Newly-elected/appointed EC Board Directors, newly designated General Managers/ Officers-in-Charge	Tacloban City ANECO
PPPF	Parliamentary Procedures and Policy Formulation	<ul style="list-style-type: none"> Discuss the basic principles of corporate governance, finance in a governance setting and best practices and pathways to reforms; Explain the rights and duties of the corporation and its board; and Analyze financial information of the organization in order to make sound board decisions. 	4	June 2-3 North Luzon July 14 - 15: Visayas August 18 - 19: North Mindanao November 10-11: BECA Bicol	All EC Board Directors, General Managers and Officers-in-Charge	PELCO I PDA, Toledo City Cagayan de Oro Bicol
MDP	Management Development Program	<ul style="list-style-type: none"> Develop the competency to think creatively and form strategies that reflect effective leadership skills; and Formulate plans that will potentially lift competitiveness of the organization and match top rate class corporate executives. 	1	Continuing Program	General Manager	HESA, NEA

B. Public Offering (Middle Management)

Code	Course Title	Course Objectives	Batches	2020 Schedule/ EC Region	Target Participants	Venue
GMN	Grievance Management & Negotiation Seminar	<ul style="list-style-type: none"> Identify solutions that looks to all parties' needs; and Describe ways in order to generate possible win/win options. 	1	September 2 - 3	Management Level / HR	HESA, NEA
MLIC	Mid-Management Leadership & Innovation Course	<ul style="list-style-type: none"> Identify the various management tools and techniques required to improve and monitor team performance; Determine the significant factors needed for an effective problem-solving and decision-making; Expand professional networks; Formulate strategies to bridge the gap between top management and rank-and-file employees; Establish a process to embed the strategy into the daily life and operations of the entire company. 	2	June 2 - 4 October 6 - 8	Division Managers, Section Chiefs, Supervisors	HESA, NEA
IAFE	Internal Auditing Foundational Elements - Module 1	<ul style="list-style-type: none"> Describe the role of internal auditing under a governance, risk management and control framework; Formulate an internal audit strategic plans; Explain the risk-based audit process and the key elements; Develop action plans to address gaps and challenges; and Apply the tools and lessons learned to improve work performance and deliver added value. 	2	February 18 - 21: Mindanao March 24 - 27: Visayas	Internal Auditors, Internal Auditors' Supervisors, Audit Staff and other related positions	Butuan Tacloban City
IAE	Internal Audit Engagements - Module 2	<ul style="list-style-type: none"> Describe the process of risk-based internal auditing; Identify the data gathering tools appropriate for internal audit; and Construct a comprehensive audit report and presentation. 	2	March 3 - 6: Mindanao April 14 - 17: Visayas	Internal Auditors, Internal Auditors' Supervisors, Audit Staff and other related positions	Butuan Tacloban City
CM	Competency Modelling	<ul style="list-style-type: none"> Describe the Competency-Based Human Resource System as a strategy towards integrating HRM functions; Explain the significance of the program to the organization; and Develop a comprehensive competency assessment of their respective organization. 	1	September 16 - 18	ISD, HR, Admin and Personnel officer	HESA, NEA
LEAD	LEAD: Leadership Exploration and Development	<ul style="list-style-type: none"> Apply the power of leading self-management models to maximally utilize employee skills, increase productivity, and capture new organization value; Discover a forward-thinking winning competitive strategy, superb organizational execution, and the resilience required for sustainability; Create a desirable work culture that attracts and retains high-performing talent, empowers employees, and values entrepreneurship; Construct a competitive business strategy based on sustainable economic advantages and organization alignment to communicate strategic business choices using languages and concepts to build buy-in; and Establish a process to embed the strategy into the daily life and operations of the entire company. 	2	July 7-9: Luzon September 8-10 : Nationwide	Department/Division/ Area Managers	HESA, NEA

B. Public Offering (Middle Management)

Code	Course Title	Course Objectives	Batches	2020 Schedule/ EC Region	Target Participants	Venue
LPW	Leadership in the Positive Workplace with Emotional Intelligence	<ul style="list-style-type: none"> Develop interpersonal skills to cultivate empathy or the ability to understand the emotions of other people and skill in responding to their emotional reactions; Delineate ways or strategies in order to manage relations and build corporate networks; Develop the skills to respond effectively to criticisms and adversity; and Discuss leadership strategies for working with others toward shared goals. 	1	May 5 - 6: Mindanao	Department/Division/ Area Managers, Section Heads and Supervisors	Cagayan de Oro
SDP	Supervisory Development Program	<ul style="list-style-type: none"> Identify the roles of supervisors in the different aspects of the organization and define duties as well as responsibilities; Describe the skills required in supervision and the personal attributes of a supervisor; Determine road maps on how supervisors can become leaders and make a difference; Discuss the essence of the communications process and its importance to organizational effectiveness; and Articulate appropriate work values and ethical standards and examine attitudes toward self and their career. 	2	June 16 - 18 September 1 - 3	Division Managers, Section Chiefs, Supervisors	HESA, NEA
RRPM	Restoration and Rehabilitation Project Management	<ul style="list-style-type: none"> Plan an all inclusive and efficient restoration and rehabilitation project, and be able to write a comprehensive report on such project for purposes of monitoring, evaluation and assessment. 	3	March 31 - April 2 June 16 - 18 September 15 - 17	Technical Managers and Supervisors	HESA, NEA
FAUA	Financial Analysis and Utility Accounting	<ul style="list-style-type: none"> Discuss the concept and procedures in proper filing of taxes; and Determine strategies to implement in the office in order to avoid future tax-related issues and concerns. 	1	May 12 - 13: Mindanao	Finance Managers and IT	HESA, NEA

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C. Public Offering (Associates)

Code	Course Title	Course Objectives	Batches	2020 Schedule/ EC Region	Target Participants	Venue
GSP	General Safety Program	<ul style="list-style-type: none"> • Discuss the OSH situation in the country; • Identify the different hazards in the workplace and prevent related injuries; • Implement proactive safety control measures and practices; • Determine the role of each personnel in EC operations; and • Develop strategic plans in promoting a healthy and safety culture 	1	April 21 - 23: Luzon ECs	Lineworkers, Meter Readers, Field and Safety Personnel	BENECO

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D. Public Offering (Mixed-Levels)

Code	Course Title	Course Objectives	Batches	2020 Schedule/ EC Region	Target Participants	Venue
LCM	Loss Control Management	<ul style="list-style-type: none"> Develop the competencies required to plan, organize, and create strategic plans; Formulate procedures and policies on the control of accident and risk; Develop programs that will address both human and job factors; and Formulate strategies that will continually improve safety performance of an EC. 	1	February 3-7: North Luzon ECs	Managers, Supervisors, Officers, Engineers, Members of the Safety and Health Committee who are graduates of BOSH or COSH training course	ZAMECO II HQ
DPA FOI	Seminar- Workshop on Data Privacy Act and Freedom of Information	<ul style="list-style-type: none"> Explain the fundamental elements of the Data Privacy Act and its IRR; Formulate corrective strategies on actions and procedures that may result in potential compliance issues; and Determine best practices of other organizations that may be utilized in the ECs. 	1	August 26 - 27: Mindanao	Data privacy officer, if none, EC may nominate their DPA officer	ASELCO HQ
BOSH	Basic Occupational Safety & Health (BOSH)	<ul style="list-style-type: none"> Discuss the basic provisions of the OSH standards of the Philippines; Explain different perspectives in managing health/safety through information on latest best safety practices; Evaluate hazards and recommend a prevention and control program; and Formulate a re-entry action plan concerning safety and health management system in their respective organization. 	1	June 30 - July 3: North Luzon	Officers and Staff, Managers, Supervisors, Safety Officers/ Engineers and Members of the Safety and Health Committee	ZAMECO II HQ
PATA	Performance Assessment and Technical Audit	<ul style="list-style-type: none"> Discuss the organization's need to conduct the performance assessment and technical audit; Determine the procedures of performance assessment and technical audit; Validate EC's performance and compliance; Identify solutions/corrective measures/improvement in the event of non-compliance; and Describe the importance of having a developed manual on EC performance assessment and technical audit. 	1	April 20 - 24: Luzon	Technical Auditors and Senior Engineers with expertise on Sub-Station, Distribution System and Planning and Design	LUELCO
DIS	Distribution Impact Study	<ul style="list-style-type: none"> Develop the competencies required to conduct an effective distribution impact study; and Determine the impact of embedded generation and CAPEX projects to the distribution system. 	2	March 9 - 13 September 14 - 18	EC Staff assigned to technical operation and related areas with background on power distribution systems and analysis protection and coordination	PELCO I BENECO
COSH	Construction Occupational Safety and Health (COSH)	<ul style="list-style-type: none"> Discuss OSH concepts, principles and practices that are foundational requirements in the construction industry; Explain the provisions of RA 11058; Evaluate and recommend strategies to address hazards in construction sites; and Implement a Construction Safety and Health Management System. 	1	June 2 - 5: South Luzon	Field Personnel	BATELEC II

E. Non-Competency Program (Fora, Sessions, Summits, Special Events and Conferences)

Code	Course Title	Course Objectives	Batches	2020 Schedule/ EC Region	Target Participants	Venue
ANNIV	NEA - EC Consultative Conference	<ul style="list-style-type: none"> Define the roles of NEA and EC within the framework of the amended charter; Discuss commitments to ensure the attainment of the accelerated pace of total electrification as a mandate of the government; Promote the efficient execution and compliance to performance standards in the distribution sector and the power industry; and Encourage stakeholders' participation to ensure transparency and accountability. 		August 6	EC Officials and Department Managers	

F. Customized Trainings / In-House Trainings

Code	Course Title	Course Objectives	Batches	2020 Schedule/ EC Region	Target Participants	Venue
MRBCD	Meter, Reading, Billing, Collection and Disconnection Enhancement (MRBCD)	<ul style="list-style-type: none"> Acquire skills in evolving effective and systematic procedures in meter reading, billing, and collections. 	per EC request	3 days	Meter Readers, Area Managers/ Supervisors, Division Chiefs, Account Analyst, Account Processors, Auditors, Collection Crews	
WOP	Work Order Procedures	<ul style="list-style-type: none"> Discuss the process of a work order from used collecting data to a request for construction or repair; and Formulate plan to address the system of retirement of materials and equipment and the role of record keeping. 	per EC request	3 days	Engineers, Finance Managers/Accountants, Work Order Officers/ Clerks, Foremen, Staking Chiefs/ Crews, Technical Auditors and Warehousemen	
RPS	Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR – RA 10531	<ul style="list-style-type: none"> Enforce the governance standards for the efficient operation of Ecs in the observance of appropriate procurement procedures for projects funded by EC Internally Generated Funds, Loans, and Reinvestment Fund for Sustainable CAPEX (RFSC) with governing principles. 	per EC request	2 days	EC Executives and BAC Members	
QCR	Quality Customer Relations	<ul style="list-style-type: none"> Develop knowledge, attitude and skills in dealing and handling complaints of different types of member-consumers. 	per EC request	2 days	Frontliners	
WAVE-W	Work Attitude and Values Enhancement at Workplace (WAVE-W)	<ul style="list-style-type: none"> Integrate professional life into the personal principles with the participants to have a healthy, motivated life; Walk through the important aspects of re-aligning the personal and professional values of the participants to the company's values; Rediscover strengths as well as to create strategies and intervention activities to determine improvement areas in the participants' attitudes and behaviors to work performance; and Prepare a Re-Entry Action Plan to sustain one's positive attitude towards work. 	per EC request	2 days	Mixed Employees	

F. Customized Trainings / In-House Trainings

Code	Course Title	Course Objectives	Batches	2020 Schedule/ EC Region	Target Participants	Venue
SPT	Simplified Planning Tool for Development of Renewable Energy-Diesel Hybrid System and Design of Utility Scale Solar PV	<ul style="list-style-type: none"> • Help the electric cooperatives have a better understanding of the basic concept of hybridization and how it works; • Train the electric cooperatives on the use and functions of the simplified planning tool; • Provide assistance to ECs through this training including technical and financial simulation in developing hybridization projects for their assessment; and • Evaluate the least cost hybrid configuration which is technically acceptable and financially viable. 	per EC request	3 days	Technical Managers, Power System Planning Specialists, and Energy Trading Specialists or any identified representative from the electric cooperatives	
BLTC	Basic Lineworker Training Course	<ul style="list-style-type: none"> • Guide trainees in acquiring knowledge and skills in construction, operation, preparation and maintenance of distribution lines; and • Inculcate the value of safety in the performance of duties. 	per EC request	30 days	Apprentice Lineworkers	
LSU	Power Distribution System Lineworker Enhancement Course (Lineworker Skills Upgrading)	<ul style="list-style-type: none"> • 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. 	per EC request	5 days	Lineworkers who have completed Basic Lineworker Training Course or equivalent of 3 years job experience; and former lineworkers who are now occupying positions related to construction, operation and maintenance of distribution system (Foreman, leadman, substation tenders, construction and maintenance supervisors, staking and design head, etc.)	

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