2021 LIST OF TRAININGS FOR EC OFFICIALS AND EMPLOYEES

FINANCIAL

Code	No.	Course Title	Course Objective/s	Participants	2021 Schedules
COURSE CODE	#	TITLE OF SEMINARS	OBJECTIVES	PARTICIPANTS	DATE
RA10531	1	Seminar-Workshop on Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR - RA 10531	The course aims to: • 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 for Sustainable CAPEX (RFSC) with governing principles.	BODs, BAC, TWG	September 28-29, 2021
IAFE-B5	2	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)	Feb. 17-18, 2021 Feb. 23-24, 2021 (Feb. 19 - Break)
IAE-B5	3	Module 2: Internal Audit Engagemetns	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	Mar. 22-23, 2021 Mar. 25-26, 2021 (Mar.24 - Break)
FAF	4	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 andPractice of Internal Auditing: Modules 1 and II	Apr. 26-30, 2021
ITAF	5	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	May 17 -21, 2021
FAUA	6	Financial Analysis and Utility Accounting	The course aims to: • Discuss the concept and procedure in proper filing of taxes; and • Determine strategies to implement in the office in order to avoid future tax-related issues and concerns.	Finance Managers and IT	April 13-16, 2021

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INSTITUTIONAL					
Code	No.	Course Title	Course Objective/s	Participants	2021 Schedules
CMC II	7	Cooperative Management Course II (CMC II) - Strategic Thinking	The course 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.	Newly Elected/Appointed Board of Directors/General Managers and NEA Representatives	July 13-16, 2021
EPIRA-B4	8	Philippine Electric Power Industry	The course aims to acquaint the participants on fundamental 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.	Newly Elected/Appointed Board of Directors/General Managers and NEA Representatives	March 16-19, 2021
MDP	9	Management Development Program Sustainability	The course aims to: • 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 to rate class coporate executives.	General Managers	Jul. 12-16, 2021 Sep. 6-10, 2021
EMTE-B3 EMTE-B4	10	Effective Management in Turbulent Environment	The course aims to: *Have a macro-perspective of their role in the organization, and shift their mindset from a specialized technical staff with micro-orientation into a manager whose decisions have wide-reaching impacts for the organization; *Develop coaching abilities so that subordinates are motivated to align their actions with the achievement of the organizational goals; *Put together a repository of information that details the experience and learnings of their respective organization in relation to disruptions/crises/ disasters, and subsequently use such repository to collate, analyze, and distill information into actionable items that will help the upper management in decisionmaking; and *Effectively communicate scenarios and resulting recommendations for decision in times of disruption/crises/disasters.	Department Managers	Feb. 1-3 and 8-9, 2021 Mar 22-24 and Mar 29 -30, 2021
SDC	11	Supervisory Development Course 1	This course will help the new supervisors & managers gain valuable skills in the challenging role of supervision. It will introduce participants to the basic management & leadership concepts, tips and techniques that will assist them in becoming successful supervisors. It is designed for personnel who are planning to move into supervision, those who have been promoted recently, and those who have been in supervisory positions without going through a formal supervisory training program.	Division Managers/newly designated Division Managers	Feb 8-11, 2021 Mar 9-12. 2021
SDC 2	12	Supervisory Development Course 2 - Advanced PLOC	This course is designed for helping experienced managers and higher-level officers develop advanced managerial skills; such as strategic planning, performance management & measurement, organization design & structuring, managing meetings and ethical decision making.	Graduates of Supervisory Development Course 1	May 18-21, 2021 Sept 7-10, 2021
VUCA-B1 VUCA-B2	13	Thriving in the VUCA World – Managers as Change Leaders, Emotional Intelligence and Leadership Agility (16 hours)	This is the period of the 4th Industrial Revolution and leaders of these uncertain times face challenges unlike those of a few years ago. Business conditions are subject to constant and rapid change, hence, change management and leadership agility have become essential skills. Relatedly, in view of our increasing interconnectedness it is just as essential to be an emotionally intelligent leader, one whose competence encompasses self-awareness as a springboard to understanding others and being able to harness collaboration to achieve personal and organizational success. This course will reframe the role of managers as change leaders, provide exercises for developing emotional intelligence and build scenarios to practice leadership agility.	Division Managers	Jun 1-4, 2021 Jun 22-25, 2021

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CDEC	14	Competency Development and its Application to Electric Cooperatives - Component 1. Organizations and Competencies – An Overview.	Since the competency technology/approach is relatively new, this component will serve as an introduction to competencies for electric cooperatives in Luzon, Visayas and Mindanao. The following outputs are: 1. Sample competency model and behavioral indicators and 2. A plan to further learning on competencies and how to engage top and middle management of their EC in adopting competencies in their organization.	ISD and HR Manager	Feb 11 -12, 2021
SMC	15	Using Social Media as Customers Communication Channel	● Setup their very own Facebook Page and Twitter Account ● Increase Customer satisfaction through the presence and responsiveness of your company in various social media platforms ● Use the administrative features of the Page/Account to monitor and assess effectiveness of campaigns, responsiveness, and publicity/communications.	PR Team, Social Media Management Team	Apr. 19-23, 2021 May 24-28, 2021
CEA	16	Code of Ethics Administrative	The course aims to perform and discharge duties with the highest degree of professionalism; to exemplify the norms of conduct and ethical behavior; to empower participants to prevent, detect and correct corruption;	ISD and HR Manager	June 22-25, 2021
MSCWW	17	Media Skills & Creative Writing Workshop	Aims to address the role of media relations in the organization; to learn the proper media handling for the 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	Frontliners/Info and Training Officers	April 13-16, 2021

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TECHNICAL

Code	No.	Course Title	Course Objective/s	Participants	2021 Schedules
PATA	18	Performance Assessment and Technical Audit of Distribution System	The participants will be able to conduct performance assessment & technical audit. The NEA-ENGG team will be able to review and validate the Technical Audit Program.	Technical Group/Planning and Design	Apr. 19-23, 2021
PDLSE	19	Power Distribution System Lineworker Enhancement Course (20 days face to face)	The 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.	Foreman / Lineworker	TBD
DIS	20	Distribution Impact Study	The course aims to equip technical personnel of the basic skills in determining the impact of embedded generation and CAPEX projects to the distribution system	Technical Group/Planning and Design/Maintenance	Mar. 22-26, 2021
CRMS	21	Customer Relationship Management System"	The course aims to: ● Setup, Install, and Run their very own SuiteCRM ● Increase Customer satisfaction through the use of various modules for customer-facing channel communications and customer data integrations ● Use SuiteCRM for workflows, task assignments, and team's collaborations in resolving a customer ticket	Frontliners, Technical Employees, HR, customer service providers	Feb. 15-19, 2021 Mar. 8-12, 2021
HIRAC	22	Hazard Identification Risk Assessment and Control (HIRAC) - 16 hours	HIRAC is an integration tool to identify, assess / measure and to control hazard and risk of any workplace and its activities. By strictly implementing it, it will eliminate, reduce / control the possibility for any accidents to occur.	Safety Officers and Implementers	May 18-21, 2021
SLS	23	Safety Leadership and Supervision (16 hours)	The course aims to help them understand their integral role in implementing Safety in their area of responsibility	Supervisors and Managers	Jun 15-18, 2021 Jul. 6-9, 2021
BST	24	Basic Safety Training for Lineworkers	The course aims to enable participants to identify common workplace hazards; recognize and evaluate the risk from these workplace hazards; understand how to reduce risk; and know their safety responsibilities.	EC Groundmen, lineworker, leadmen and foremen of Ecs.	Jan 12-15, 2021 Feb. 2-5, 2021 Mar. 2-5, 2021
TRW	25	Technical Report Writing	The course aims to develop the writing skills of the participants which will enable them to communicate effectively and convey information quickly in a clear and easily understandable format in order to arrive at a specific goal or decision.	Technical and Audit Officers	July 27-30, 2021
RMMS	26	Risk Management and Mitigation Seminar	The course aims to : 1) recognize and identify different types of risk; 2) apply the right response to an identified risk; 3) manage risk in a systematic manner and 4) initiate/implement risk management process.	Department Managers	July 12-15, 2021
DRMM	27	Course on Disaster Risk Reduction and Management (DRRM)	The course aims to: 1) plan and develop effective strategies and systems for disaster risks reduction; 2) develop effective processes for preparedness planning in order to improve disaster response and recovery programs; and 3) effectively and efficiently set up and utilize an emergency coordination center to manage disaster events	Technical Managers and staff	TBD

Note/s:
Subject to change (intervention) without prior notice.

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Recommending Approval:
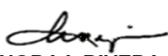
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