

# 2024 Comprehensive Training Plan

NEA-EC Training Institute

## Professional Development Division (NEA)

### I. NEA Corporate Trainings

A. Regular Programs			<b>Level of Training Effectiveness/ Evaluation</b>
1. Leadership Competencies	2		Lvl 1. Reaction = Pre post Assessment
2. Core Competencies	3		Lvl 2. Learning = Learning Application Plan/ Re-Entry Action Plan
3. Functional Competencies	17		Lvl 3. Behavior = Improvement of Skills/ Change in Behavior
B. Gender and Development (GAD) Programs	1		Lvl 4 Result = Outcomes/ Benefits of Training in the Organization
C. Training Programs for the NEA BOA	2		
D. Local Scholarship Programs	9		
<b>Total</b>	<b>34</b>		

#### A. Regular Programs (Leadership Competencies)

No.	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive Dates CY 2024	No. of Batches	Estimated No. of Pax
1	Experience-Sharing Session of PS and AGMs	To learn from the best practices and notable achievements of successful PS and AGMs and equip the participants with knowledge and skills on developing an effective Improvement/ Action Plan for ECs.	PS, AGMs, MCSO personnel, Division Managers and Department Managers	January 4-5	2	10
2	Supervisory Development Course (SDC)	To enhance the quality of supervisors to develop them as the best decision-makers and ensure the sustainability efforts directed toward employee empowerment in the service.	Supervisors, High-Potential Employees	May 8-10	1	30

#### A. Regular Programs (Core Competencies)

No.	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive Dates CY 2024	No. of Batches	Estimated No. of Pax
3	Strategic Performance Management System	To orient employees about the objectives and benefits of SPMS, promote awareness and interest in it, adopt and publish criteria for evaluating employees, provide personnel mechanisms for appropriate actions on matters pertaining to employees.	Department Managers, Division Managers, Section Heads, Performance Management Team and SAMAKAREN representatives	January 16-17	1	30
4	Revisiting NEA Competency Framework	1. To assess the relevance of the existing competency framework to the new vision of NEA 2. To create rubrics (BIAS) for the behavioral indicators to the assigned competencies 3. To reorient the NEA officials and employees on the use and importance of competency framework 4. To create an Action Plan on how to use properly and efficiently the Competency Framework vis-a-vis HR management and Succession Management	Department Managers, Division Managers, Section Heads, Performance Management Team and SAMAKAREN representatives	February 15-16	1	30
5	Public Service Ethics and Accountability	1. Gain public trust through ethical and accountable public service 2. Perform and discharge duties with the highest degree of professionalism 3. Exemplify the norms of conducts and ethical behavior of public servants 4. Empower participants to prevent, detect and correct corruption.	Mixed Group	September 19-20	1	30

#### A. Regular Programs (Functional)

No.	Course Title	Training Objectives	Target Participants	Inclusive Dates CY 2024	No. of Batches	Estimated No. of Pax
6	Basic Supervisory Control and Data Acquisition (SCADA ) Seminar-Workshop	To provide NEA engineers, technical and IT staff with a basic knowledge on SCADA infrastructure, particularly on Communication Protocols, Data Transmission, Network Architecture and other safety communication measure. With workshop on Optic Components, link preparation and fiber optic cable assembly using the state of the art Shinto Splicing Machine.	NEA Engineers, Technical, and IT Staff	January 24-25	1	40
7	Comprehensive Power Distribution Training	To provide NEA electrical engineers and technical staff with a stronger Power Systems Analysis Fundamentals, capability to perform Distribution Impact Studies, and knowledge in long-term distribution planning. Topics to discussed: Load Forecasting, Short Circuit and Load Flow Calculation and Study Cases, Distribution System Loss and Large Motor Starting.	NEA Engineers and Technical Staff	February 19-23	1	35
8	Basic Vehicle Maintenance	To demonstrate preventive maintenance procedures using hand and electronic tools as well as safety and precautions that must consider when performing preventive maintenance.	NEA Drivers	March 2, 9, 16 & 23	1	25
9	Occupational First Aid & Basic Life Support	To provide the participants with knowledge on the common emergencies and the first aid management in the workplace.	NEA Emergency Preparedness Team	March 13-14	1	40
10	Mastering Database Management and Data Analytics using Excel (formerly CAATS)	To understand the key concepts of data analytics, understand the different phases of data analytics as applied to the participants' work, demonstrate the use of different functions in Excel as a tool to conduct work efficiently, and learn good practices in organizing, analyzing, summarizing and presenting data to give more value-added recommendations and insights to the management, board, and other stakeholders	Records Officer, Database Encoders, Data Controllers	March 20-22	1	30
11	Risk Assessment Workshop	1. Understand the risk assessment strategies, tools, and procedures 2. Enhance corporate and departmental risk assessment standards, guidelines and templates 3. Enhance dept risk assessment output	IAQSMO, CORPLAN, Department Representatives	April 4-5	1	40
12	Government Procurement Reform Act - RA 9184	To be updated on the Government Procurement Reform Act and the latest issuances	BAC, TWG, Secretariat and End Users	May 28-30	1	60
13	Managing Written Communication (for NEA Supervisors)	1. To create a full range of technical documents with solid structures 2. To create a standard template to facilitate writing process quickly 3. To explore techniques for getting past writers' block 4. To prepare detailed messages for both technical and non-technical readers 5. To understand best practices for displaying visual information 6. To edit language for precision, clarity and conciseness 7. To summarize complex issues with authority and clarity 8. To effectively communicate to internal and external stakeholders	NEA Supervisors, Department Managers	June 13-14	1	30
14	Technical Writing (for NEA rank and file)	1. To create a full range of technical documents with solid structures 2. To create a standard template to facilitate writing process quickly 3. To explore techniques for getting past writers' block 4. To prepare detailed messages for both technical and non-technical readers 5. To understand best practices for displaying visual information 6. To edit language for precision, clarity and conciseness	Rank and File	June 19-20	1	30
15	EC FIMAP Annual National Convention : Refresher Course on NEA and EC Issuances, BIR/ Taxes (EC Group)	To discuss common NEA Audit Findings, Filing of application for Over/ Under Recoveries, Refresher Course on all Financial Reportorial Requirements, Reorientation on Disconnection, Pilferage and Removal of kWh meter policies, Treatment of Withholding Taxes, Local Taxation and Business Taxes, Training on the Art of handling BIR assessment and its available remedies	ECAD, AMGD, MCSO	July 10-11	1	30
16	Public Speaking Workshop	1. Learn to establish rapport with audience 2. Learn techniques in reducing nervousness and fear 3. Develop public speaking techniques to create professional presence 4. Learn different ways to prepare and organize information 5. Know how to prepare, practice and deliver presentation	Mixed Group	July 18-19	1	30

17	Learning and Development Module 1: Designing Training Programs	1. Understand the Adult Learning Principles 2. Define learning objectives and outcomes 3. Select training methods and delivery approaches 4. Create engaging training content and materials 5. Incorporate technology and blended learning strategies	Subject Matter Experts	November 6-7	1	40
18	Technical Services Sector Capacity Building Program	To conduct mentoring and coaching sessions for Technical Services Sector for the holistic capacity building of NEA engineers including topics on Line Design, Renewable Energy and Orientation on Writing Feasibility Studies	ED, TEREDD	November 20-22, 2023	1	40
19	Quality Customer Care (Managing Complaints and Escalation Process with Overview on AI Tools on Addressing Customer Complaints) - in partnership with EC Group	To teach the participants to develop customer service skills and behaviours, to adopt a consistent and professional communication style when speaking with customers, develop skills in engaging with customers and handling their enquiries effectively, to develop structured responses to customer complaints, to manage escalation process and to learn different AI tools to automate customer interaction.	IDD- CDPD	TBD	1	5
20	Data Privacy Awareness and Compliances (in partnership with EC Group)	To educate participants on best practices, regulations, and ethical considerations in data protection, to assess the privacy regulations if are being effectively enforced, and that data handlers are accountable for their privacy practices.	DPOs	TBD	1	10
21	Media Skills Workshop (in partnership with EC group)	To equip the participants with knowledge and skills on creative and news writing , mass media management and effective conduct of public and media conferences as platforms in positive image building of Ecs and Information dissemination to MCOs	CCSMO officials and employees	TBD	1	5
22	*Rate Setting Methodology for ECs (in partnership with EC group)	To educate the participants with the basic knowledge on the methodologies used in retail rate setting for the electricity supply which is subject to Energy Regulatory Commission regulation.	RAO, MCSO, ECAD	TBD	1	20

#### B. Gender and Development (GAD) Programs

No.	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive Dates CY 2024	No. of Batches	Estimated No. of Pax
23	Train-the Trainers	To understand the role of GAD Focal Point System (GFPS) in mainstreaming gender as part of the NEA mandate and learn the basic tools of gender mainstreaming in the organization and cascade these to ECs.	GAD Focal Point System (GFPS)	October 23-24	1	35

#### C. Training Programs for the NEA Board of Administrators

No.	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Inclusive Dates CY 2024	No. of Batches	Estimated No. of Pax
24	ICD Course Offering for 2023	Board Oversight of Culture Board Oversight of Strategy	Board of Administrators	TBA	1	5
25	Course Secretary as Corporate Governance Professional	To examine the powers, duties, role, and value of Corporate Secretaries in an organization. The course presents the basic principles, importance and benefits of modern corporate governance, and reforms to global, regional, and local initiatives.	CORSEC	TBA	1	1

#### D. Local Scholarship Programs

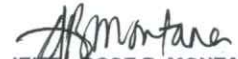
No.	Course Title	Learning Service Provider	Target Participants	Schedule
1	Developer Career Program	Zuitt Coding Boot Camp	IT	TBA
2	Data Science and Analytics Program	University of the Philippines- National Engineering Center	ED, IT	TBA
3	Project Management	University of the Philippines- National Engineering Center	CDPD	TBA

4	Policy Formulation	UP-National College for Public Administration and Governance	MANCOM	TBA
5	Parliamentary Procedures	Institute for Corporate Directors	CORSEC	TBA
6	Sustainability Strategy and Reporting	Institute for Corporate Directors	CORPLAN	TBA
7	Training Measurement and Evaluation	Civil Service Institute	NETI	TBA
8	Introduction to Organization Development	Civil Service Institute	IDD and HRAD	TBA
9	Workforce Planning, Career Development and Succession Management	Civil Service Institute	IDD and HRAD	TBA

TOTAL NO. OF PAX

741

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