

2025 Comprehensive Training Plan for NEA Officials and Employees

NEA-EC Training Institute

I. NEA Trainings

A. Regular Programs			Level of Training Effectiveness/ Evaluation
1. Leadership Competencies	2		Lvl 1. Reaction = Pre post Assessment
2. Competencies	9		Lvl 2. Learning = Learning Application Plan/ Re-Entry Action Plan
B. Gender and Development (GAD) Programs	1		Lvl 3. Behavior = Improvement of Skills/ Change in Behavior
C. Training Programs for the NEA BOA	1		Lvl. 4 Result = Outcomes/ Benefits of Training in the Organization
D. Local Scholarship Programs	17		
Total	30		

A. Leadership Programs						
No.	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Quarter	Estimated No. of Pax	Level of Evaluation
1	Introduction to Change Management	To empower participants with the knowledge and skills needed to navigate and manage organizational change effectively. This includes minimizing disruptions and resistance while maximizing employee engagement and ensuring the successful implementation of new initiatives. Participants will learn to identify the need for change, develop strategic plans, communicate with clarity, address stakeholder concerns, and manage resistance to foster a smooth transition and lasting impact.	Section Heads, Division Managers and Department Managers	September 23-24	40	Level 2: Learning
2	Future-Ready Leadership with Design Thinking	To help participants grow in areas like strategic thinking, adaptability, and digital fluency, while staying grounded in ethical decision-making, promoting diversity and inclusion, and inspiring a future-focused mindset. It also aims to strengthen essential skills like communication, critical thinking, and team building—equipping them to confidently navigate the fast-changing world of technology and global challenges	Section Heads, Division Managers and Department Managers	November 6-7	40	Level 2: Learning

B. Regular Programs

No.	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Quarter	Estimated No. of Pax	Level of Evaluation
3	Vehicle Trouble Shooting	To provide participants with the knowledge and hands-on skills needed to identify, diagnose, and repair a wide range of automotive system issues. Through training in systematic symptom analysis, effective use of diagnostic tools, data interpretation, and targeted repair techniques, participants will master the maintenance and troubleshooting of key vehicle components, including engines, electrical systems, brakes, and suspensions. This program aims to prepare them in professional automotive repair and maintenance settings.	All NEA Drivers	March 14-15	20	Level 3: Behavior
4	Audit Techniques	To develop a comprehensive understanding of auditing principles and practices, including effective planning and execution of audit procedures. Participants will master audit sampling techniques, enhance their data analysis skills, explore various audit methodologies, and learn how to accurately document findings. The program emphasizes adherence to ethical and professional standards, ensuring participants are equipped to conduct audits with integrity and precision.	IAQSMO and ECAD	April 29-30	40	Level 2: Learning
5	Data Privacy Awareness and Compliances	To educate participants on the importance of protecting personal data, be familiar with relevant privacy regulations, and possess the knowledge and skills to handle sensitive information responsibly. They will be equipped to ensure compliance with data privacy laws, minimize the risk of data breaches, and uphold privacy standards within the organization	All NEA Employees	May 15-16	30	Level 1: Reaction
6	Seminar on COA/GCG/DBM Rules and Regulations Re: Releases of Benefits and Incentives to Government Employees	To ensure that NEA is compliant with the latest government regulators' guidelines to reinforce transparency and accountability within NEA's operations	Personnel involved in Financial Management, HRAD	June 10-11	30	Level 1: Reaction
7	Policy Development, Design and Analysis	To equip participants with the knowledge and skills to understand, design, evaluate, and implement effective public policies. This includes identifying policy challenges, analyzing potential solutions, crafting targeted interventions, and assessing their impacts within political and social contexts. Participants will also gain proficiency in using analytical tools and methodologies to navigate complex policy environments and drive meaningful change.	All Department Managers and all MCSO staff	June 24-25	40	Level 2: Learning

8	Records Management	To equip participants with the knowledge and skills to efficiently manage an organization's records throughout their entire lifecycle. This includes determining which records to retain, setting appropriate retention periods, and safely disposing of outdated or non-essential information, all while adhering to legal and regulatory requirements. Key objectives include understanding record retention schedules, identifying critical records, developing effective disposal procedures, minimizing legal risks from improper record handling, and ensuring full compliance with relevant laws and standards.	RMIC and Sub-RMIC	October 20-21	70	Level 3: Behavior
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B. Regular Programs

No.	Course Title	Target Behavioral Indicators (Objectives)	Target Participants	Quarter	Estimated No. of Pax	Level of Evaluation
9	Digital Literacy	To empower learners with the confidence and skills to effectively navigate and harness digital technologies. This includes teaching them how to access, evaluate, create, and share information online, while fostering responsible digital citizenship through essential practices like online safety and ethical engagement in the digital world.	All NEA Employees	April 7	305	Level 1: Reaction
10	Risk Assessment and Forecasting	To equip participants with the knowledge and skills to identify, analyze, and evaluate potential risks within an organization or project, using forecasting techniques to predict future occurrences and develop proactive mitigation strategies, allowing for informed decision-making based on potential risks and their impact.	IAQSMO, CORPLAN and ISO Departmental Representatives	May 29-30	50	Level 3: Behavior
11	Mastering Training Delivery	To guide the participants to design, deliver, and evaluate effective training programs. At the end of this training program, the participants will be able to demonstrate proficiency in applying adult learning principles, developing engaging content, managing diverse learners, providing constructive feedback, and assessing training outcomes to ensure successful learning experiences and performance improvements.	NEA Subject-Matter-Experts	July 8-10	40	Level 3: Behavior

B. Gender and Development (GAD) Programs

12	GAD Workshop	To develop gender-responsive GAD agendas and budgets , mainstream GAD into policies and programs, understand the GAD framework and how to apply it , incorporate gender perspectives into all aspects of planning and budgeting and learn strategies for integrating GAD into existing policies, programs, and projects.	GAD Focal Point System (GFPS)	October 16-17	35	Level 3: Behavior
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C. Training Programs for the NEA Board of Administrators

13	ICD Course Offering for 2025	Board Oversight of Culture Board Oversight of Strategy	Board of Administrators	TBA	5
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D. Local Scholarship Programs

No.	Course Title	Learning Service Provider	Target Participants	Schedule	Level of Evaluation
14	Leave Administration Course for Effectiveness (LACE)	CSC	HRAD	TBD	Level 3: Behavior
15	CSC HR Congress	CSC	HRAD, NETI, OMDD	TBD	Level 3: Behavior
16	EPIRA 201,202	UP-NEC	Newly-Hired Employees	TBD	Level 3: Behavior
17	CPD 1, 4, 5, 6, 7	UP-NEC	NEA Engineers, RAO, OPASS, ITCSD, DRMMMD, CORPLAN	TBD	Level 3: Behavior
18	Cash Management and Control Systems	COA	FSD Treasury	TBD	Level 3: Behavior
19	Seminar on Laws and Regulations on Government Expenditures (LARGE)	COA	FSD and HRAD	TBD	Level 3: Behavior
20	Property and Supply Management System	COA	HRAD	TBD	Level 3: Behavior
21	Internal Auditing Standards for the Philippine Public Sector	COA	FSD	TBD	Level 3: Behavior
22	Internal Control Standards for the Philippine Public Sector	COA	IAQSMO	TBD	Level 3: Behavior
23	Video Editing and Composition	TBD	CCSMO	TBD	Level 3: Behavior
24	Mandatory Continuing Legal Education	TBD	LSO	TBD	Level 3: Behavior
25	Client Relationship Management Course	TBD	IDD	TBD	Level 3: Behavior
26	Supervisory Development Course Track 1-5	CSC	Supervisors	TBD	Level 3: Behavior
27	Digital Governance and Management	DICT	ITCSD	TBD	Level 3: Behavior
28	IIEE National Convention	IIEE	NEA Engineers	TBD	Level 3: Behavior
29	Public Procurement Specialist Certification Course	GPPB	BAC members interested to become Subject-Matter-Experts	TBD	Level 3: Behavior
30	PICPA Convention	PICPA	CPAs	TBD	Level 3: Behavior

TOTAL NO. OF PAX

745