



Republic of the Philippines
 Department of Labor and Employment
EMPLOYEES' COMPENSATION COMMISSION

OFFICE LEARNING AND DEVELOPMENT (TRAINING) PLAN FOR CY 2024

Training or Course Title	Brief Statement of Objectives	Duration/Schedule	Target No. of Participants	Venue	Estimated Cost per participant
1. Core Competency Programs					
a. Analytical/Critical Thinking	This aims to improve the ability of the participants in using logical, systematic reasoning to understand, analyze, and resolve problems.	1st - 4th Quarter	11	TBD	₱5,000.00
b. Initiative	This will enable the participants to execute things on their own with strong predisposition to improve results and create opportunities.	1st - 4th Quarter	4	TBD	₱5,000.00
c. Professionalism	This aims to exemplify high standards of professional behavior as a public servant, adhering to ethical as well as moral principles, values and standards of public office.	1st - 4th Quarter	4	TBD	₱5,000.00
2. Organizational Competency Programs					
a. Effective Communication Skills	This will enable the participants to receive and convey ideas, instructions, information by using appropriate language, method and manner to ensure the audience understands the message and takes necessary action.	1st - 4th Quarter	10	TBD	₱5,000.00
b. Effective Interpersonal Relations	This will help the participants to develop and maintain effective relationships with others; notices and accurately interprets what others are feeling; shows understanding, tact, empathy, courtesy, concern and politeness.	1st - 4th Quarter	9	TBD	₱5,000.00
c. Internal/External Institutional Awareness	This will enable the participants to understand and operate within formal and informal structures of an organization, and recognize the impact of external trends and influence on organizational functioning.	1st - 4th Quarter	13	TBD	₱5,000.00
d. Planning and Delivering	This aims to improve the participants in setting priorities, identifying scope and allocating human, financial and logistical resources and requirements to meet individual, team or organization's targets and objectives.	1st - 4th Quarter	12	TBD	₱5,000.00
3. Leadership/Management Competency Programs					

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a. Building Collaborative and Inclusive	This aims to help the participants to build a network of reciprocal, high trust, synergetic working relationship within the organization and across the government and relevant sectors. This involves the ability to leverage and maximize opportunities for strategic influencing within the organization and with external stakeholders.	1st - 4th Quarter	1	TBD	₱6,000.00
b. Creating and Nurturing High Performing Organization	This will enable the participants to create a high performing organizational culture that is purpose-driven, results-based, client-focused, and team-oriented.	1st - 4th Quarter	1	TBD	₱6,000.00
c. Leading Change	This will enable the participants to generate genuine enthusiasm and momentum for organizational change. It involves engaging and enabling groups to understand, accept and commit to the change agenda. It also includes advancing and sustaining change.	1st - 4th Quarter	1	TBD	₱6,000.00
d. Managing Performance and Coaching for Results	This aims to create an enabling environment which will nurture and sustain a performance-based coaching culture. Effectiveness of this competency also includes strong focus on developing people for current and future needs, managing talent, promoting the value of continuous learning and development.	1st - 4th Quarter	3	TBD	₱6,000.00
e. Thinking Strategically and Creatively	This will enable the participants to "see the big picture," think multi-dimensionally, craft innovative solutions, identify connections between situations or things that are not obviously related, and come up with new ideas and different ways to enhance organizational effectiveness and responsiveness.	1st - 4th Quarter	2	TBD	₱6,000.00
4. Technical/Functional Competency Programs					
Computer Literacy	The ability of the participants to demonstrate understanding of computers and use of software applications utilized by the Commission to increase productivity and effective flow of work.	1st - 4th Quarter	2	TBD	₱5,000.00
Providing Support and Services	The ability of the personnel to provide support and services in order to meet the administrative/ clerical requirements of the office.	1st - 4th Quarter	1	TBD	₱5,000.00
Risk Management	This will enable the participants to plan, develop, and implement measures that will avoid, overcome or compensate for elements of risk.	1st - 4th Quarter	2	TBD	₱5,000.00

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Managing Work	To enhance the ability to effectively manage one's time and resources to ensure that work is completed efficiently.	1st - 4th Quarter	2	TBD	₱5,000.00
Accounting Proficiency	This aims to demonstrate a proficient level of professional skill and/or knowledge in accounting and keep current with general (government) accounting trends, practices, taxation laws, rules and regulations.	1st - 4th Quarter	4	TBD	₱5,000.00
Records Management	This will enable the personnel to establish a system of procedures in recording and safekeeping of documented information for ease of storage and retrieval.	1st - 4th Quarter	1	TBD	₱5,000.00
Information and Systems Design Management	To improve the ability to plan, develop (or select) and implement a diverse array of computer programs/applications used to manage all kinds of information and effectively integrate processes within the Commission.	1st - 4th Quarter	1	TBD	₱5,000.00
Audit Planning and Management	The ability to plan and execute a systematic and objective examination and evaluation of the financial, operational, organizational and administrative controls to effectively identify improvement opportunities, detect and prevent fraud or dishonesty and ensure the safeguard of assets, compliance with laws, regulations, managerial policies, accountability measures, ethical standards and contractual obligations.	1st - 4th Quarter	1	TBD	₱5,000.00
Building Relationship with Stakeholders	This aims to build stakeholder relationships and leverage coalition in the implementation of plans, programs, policies, and activities geared toward the achievement of strategic intents of ECC.	1st - 4th Quarter	1	TBD	₱5,000.00
Journalistic Writing	This will enable to effectively gather news, conduct interactive interviews, write news/stories, and disseminate important news, information and updates to enhance the public image of ECC.	1st - 4th Quarter	1	TBD	₱5,000.00
Message Development and Delivery	The ability to improve strategically develop messages for various audiences and effectively deliver them by evaluating the most appropriate media channel/s for the particular needs of its target audience.	1st - 4th Quarter	1	TBD	₱5,000.00

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Facility and Building Management	To improve the ability to assess and coordinate the acquisition, use, and maintenance of facilities and building based on organizational goals, budget realities, and ECC guidance and requirements.	1st - 4th Quarter	1	TBD	₱5,000.00
Project/Program and Planning Management	The ability to plan, implement, monitor and evaluate projects/programs in order to achieve the set objectives within budget, time and quality limits. Ability to manage human, financial, information technology and material resources.	1st - 4th Quarter	1	TBD	₱5,000.00
Financial Management	This will enable the participants to plan, review and prepare financial allocation to operationalize activities of the Commission and its regional offices.	1st - 4th Quarter	2	TBD	₱5,000.00
Process Management	This aims the participant to develop and monitor processes and organize resources to achieve desired results.	1st - 4th Quarter	2	TBD	₱5,000.00
Government and Departmental Policies and Procedures	This will aim to understand and apply knowledge of government and departmental statutes, regulations, policies, and procedures.	1st - 4th Quarter	5	TBD	₱5,000.00
Technical Consulting	This aims to improve the participants in providing expertise, technical guidance and training to ensure projects and operations are carried out effectively.	1st - 2nd Quarter	2	TBD	₱5,000.00
Legal Proficiency	This will help the participants to improve in planning courses of action in handling cases, identification and gathering of evidence in connection with litigation, prosecution, and adjudication of cases. Possesses the knowledge and ability in legal research in the translation of complex ideas into appropriate pleadings or documents and/or legal forms.	1st - 4th Quarter	3	TBD	₱5,000.00
Presenting and Speaking Skills	To deliver presentation/speaking engagement to varied audiences in public or within the organization by effectively communicating topic contents, concepts, knowledge, and information through verbal communication.	1st - 4th Quarter	2	TBD	₱5,000.00
Technical Writing	To be able to write useful, relevant and accurate information on a particular occupational field where body of knowledge, complex ideas, concepts, processes or procedures need to be communicated. Geared to a specifically target audience in order to enable a set of actions on the part of the audience in pursuit of a defined goal.	1st - 4th Quarter	2	TBD	₱5,000.00

Training or Course Title	Brief Statement of Objectives	Duration/Schedule	Target No. of Participants	Venue	Estimated Cost per participant
Research and Analysis	The ability to demonstrate knowledge and application of terminology, tools, tactics, principles and practices for the successful implementation of a plan.	1st - 4th Quarter	2	TBD	₱5,000.00
Occupational Safety and Health	This aim to apply knowledge in Occupational Safety and Health Standards under Article 162 of the Labor Code of the Philippines with the objective of protecting every worker against the dangers of work hazards, i.e., injury, sickness or death, through safe and healthful working condition.	1st - 4th Quarter	1	TBD	₱5,000.00
CONTINUING PROFESSIONAL DEVELOPMENT					
Philippine College of Occupational Medicine Annual Convention	This will help the medical doctors of ECC to enhance their personal skills and proficiency and to learn something new, refresh existing knowledge, improve skills, or simply keep up-to-date with the latest developments within their particular profession	1st - 4th Quarter	3	TBD	₱5,000.00
Certification on Disability Management Program	This will equip the administrative officers if ECC on acquiring a certification regarding on a workplace - based disability management that focuses on returning previously injured or ill employees to meaningful and productive employment.	1st - 4th Quarter	8	TBD	₱5,000.00
Philippine Academy of Rehabilitation Medicine Annual Conference	This will help the medical doctor of ECC to enhance their personal skills and proficiency and to learn something new, refresh existing knowledge, improve skills, or simply keep up-to-date with the latest developments within their particular profession	1st - 4th Quarter	1	TBD	₱5,000.00
Occupational Health Nurses Association of the Philippines (OHNAP), Inc. Annual Convention	This will help the nurses/administrative officers of ECC to enhance their personal skills and proficiency and to learn something new, refresh existing knowledge, improve skills, or simply keep up-to-date with the latest developments within their particular profession	1st - 4th Quarter	8	TBD	₱5,000.00
Philippine Association of Social Workers. Inc. Annual Conference	This will help the social workers/administrative officers of ECC to enhance their personal skills and proficiency and to learn something new, refresh existing knowledge, improve skills, or simply keep up-to-date with the latest developments within their particular profession	1st - 4th Quarter	6	TBD	₱5,000.00


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Mandatory Continuing Legal Education	To ensure that all lawyers are abreast with law and jurisprudence, maintain the ethics of the profession and enhance the standards of the practice of law.	1st - 4th Quarter	7	TBD	₱5,000.00
COMMITTEES					
Inventory	This aims to equip the committee members for the physical inventory taking of Semi-Expendable Items/Small Tangible Items and Property, Plant and Equipment in the preparation and submission of the required inventory reports to COA.	1st Quarter	Inventory Committee	TBD	₱5,000.00
Technical Writing	This aims to equip the committee member is training on structure, types and steps in writing a technical report, use of APA citation guidelines, methods of presenting data and use of summary measures in writing a statistical report.	1st Quarter	Technical Policy Oversight Committee	TBD	₱5,000.00
Basic Policy Process	This will enable participants to appreciate the importance/significance of policies and policy developments and to articulate the basic concepts, principles, and processes of policy analysis and development	1st Quarter	Technical Policy Oversight Committee	TBD	₱5,000.00
Data Protection Officer and Data Privacy Act	This will help the committee to understand what needs to be done to achieve compliance to RA 10173, its IRRs, and other issuances of the National Privacy Commission. Be aware of the consequences that may arise from being non-compliant to RA 10173.	1st Quarter	Data Protection Officer and Data Privacy Act Committee	TBD	₱5,000.00
Compliance Officer Training	This aims to equip compliance officers with the necessary knowledge and skills to cope and succeed in addressing the stricter regulatory environment now being faced by the organization.	1st Quarter	Compliance Officer	TBD	₱5,000.00
Asset/Property Management	This will ensure the cost-effective management of assets, by analyzing the lifecycle, capacity, and utilization of non-financial assets, individually and collectively, and to maximize government funds by targeting scarces resources to the most critical asset needs.	1st Quarter	Asset/Property Management Committee	TBD	₱5,000.00
Disaster Control Group Organization	This aims to orient the member of the group on its organizational structure and their duties and responsibilities as members of the group.	1st Quarter	Disaster Control Group Organization	TBD	₱5,000.00

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Gender and Development	This orientation will ensure that the Commission understands and pursues gender equality in all aspects of the development process to achieve the vision of a gender-responsive society where women and men equally contribute to and benefit from development.	1st Quarter	All Employees	TBD	₱5,000.00
Administrative Complaints	The program will provide committee members the necessary tools in dealing with a situation that calls for the filing of administrative cases, the conduct of preliminary investigation, formal hearing, imposition of penalties, determination of kinds of offenses and modes of review and principles, concepts SC rulings and other relevant jurisprudence and remedies pertaining to administrative cases.	1st Quarter	ACC, Grievance Machinery Committee and CDISHC	TBD	₱5,000.00

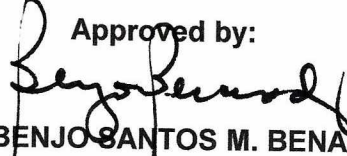
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