



Republic of the Philippines  
 DEPARTMENT OF LABOR AND EMPLOYMENT  
**EMPLOYEES' COMPENSATION COMMISSION**  
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### OFFICE LEARNING AND DEVELOPMENT (TRAINING) PLAN FOR CY 2023

Training or Course Title	Brief Statement of Objectives	Duration/Schedule	Target No. of Participants	Venue	Estimated Cost per participant
<b>1. Core Competency Programs</b>					
a. Analytical Thinking	This aims to improve the ability of the participants in using logical, systematic reasoning to understand, analyze, and resolve problems.	1st - 4th Quarter	6*	TBA	₱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	7*	TBA	₱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	6*	TBA	₱5,000.00
<b>2. Organizational Competency Programs</b>					
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 - 2nd Quarter	8*	TBA	₱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 - 2nd Quarter	9*	TBA	₱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.	3rd - 4th Quarter	7*	TBA	₱5,000.00



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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.	3rd - 4th Quarter	11*	TBA	P5,000.00
<b>3. Leadership/Management Competency Programs</b>					
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 - 2nd Quarter	3	TBA	P6,000.00
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 - 2nd Quarter	6	TBA	P6,000.00
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 - 2nd Quarter	2	TBA	P6,000.00
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 - 2nd Quarter	2	TBA	P6,000.00
e. Thinking Strategically and Creatively	This aims 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 - 2nd Quarter	4	TBA	P6,000.00
<b>4. Technical/Functional Competency Programs</b>					
Computer Literacy	This aims to develop the participants ability to demonstrate understanding of computers and use of software applications utilized by the Commission to increase productivity and effective flow of work.	1st - 2nd Quarter	1	TBA	P5,000.00



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Providing Support and Services	This aims to enhance the ability of participants in providing support and services in order to meet the administrative/ clerical requirements of the office.	1st - 2nd Quarter	1	TBA	₱5,000.00
Records Management	This will enable the participants to establish a system of procedures in recording and safekeeping of documented information for ease of storage and retrieval.	1st - 2nd Quarter	2	TBA	₱5,000.00
Government and Departmental Policies and Procedures	This aims the participants to understand and apply knowledge of government and departmental statutes, regulations, policies, and procedures.	1st - 2nd Quarter	2	TBA	₱5,000.00
Managing Work	This will help the participants to effectively manage one's time and resources to ensure that work is completed efficiently.	2nd - 4th Quarter	1	TBA	₱5,000.00
Training Program Administration	This aims to promote individual and organizational development through planning, designing, and managing employee development and training programs/services.	1st - 2nd Quarter	1	TBA	₱5,000.00
Project/Program Planning and Management	This aims to enhance the participants' 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	3	TBA	₱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 - 2nd Quarter	1	TBA	₱5,000.00
Procurement, Planning and Management	This aims to manage the process of acquiring goods and services necessary for the performance of the Commission's mandate and goals complying with the requirements of RA 9184.	1st - 4th Quarter	2	TBA	₱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	3	TBA	₱5,000.00
Process Management	This aims the participant to develop and monitor processes and organize resources to achieve desired results.		1	TBA	₱5,000.00
Systems Administration	This will enable the participant to plan and coordinate the installation, testing, operation, and maintenance of hardware and software systems.	1st - 4th Quarter	1	TBA	₱5,000.00

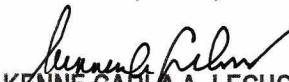
Training or Course Title	Brief Statement of Objectives	Duration/Schedule	Target No. of Participants	Venue	Estimated Cost per participant
Technical Consulting	This aims to improve the participants in providing expertise, technical guidance and training to ensure projects and operations are carried out effectively.	1st - 2nd Quarter	2	TBA	₱5,000.00
Software Engineering and Development	This will enable the participant to develop or select, integrate, and transition software technology.	1st - 4th Quarter	1	TBA	₱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	TBA	₱5,000.00
Journalistic Writing	This aims the participant 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	TBA	₱5,000.00
Message Development and Delivery	This will enable the participants to 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	TBA	₱5,000.00
Asset Planning and Management	This aims the participant 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 - 2nd Quarter	1	TBA	₱5,000.00
<b>WCPRD</b>					
Industrial Rehabilitation	This will enable the participants to list the various aspects of Industrial Rehabilitation; to describe the options available for evaluation and intervention; and to identify objective means for assessing clients.	End of CY2024	3	TBA	₱5,000.00



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Project Development and Management	This will enable the participants to identify effective project management practices and their related processes. They will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects.	1st - 4th Quarter	13	TBA	P5,000.00
Basic Rehabilitation Nursing Care	This course aims help the participant to improve understanding of the purposes of goal setting to engage patients in rehabilitation, support patient-centered clinical practice and team coordination, and for communicating with key stakeholders; to improve understanding of the factors that affect the development and use of goals in rehabilitation; and to increase participants skills in working collaboratively with patients to develop patient centered goals and rehabilitation plans.	1st - 4th Quarter	1	TBA	P5,000.00
Single Entry Negotiation Approach	This training aims to give an in-depth understanding of conciliation-mediation which will enhance the skills of SEADOs in mastering different processes and techniques in interviewing, probing facts, communicating and negotiating with the parties involved.	1st - 4th Quarter	1	TBA	P5,000.00

\*Enhancement as requested by supervisor

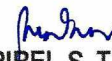
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