

SMALL BUSINESS CORPORATION
TRAINING AND DEVELOPMENT PROGRAMS
Period Covered: January 01 to December 31, 2017

	Title	Program Description / Objectives	Number of Participants	Date	Number of Training Hours
<i>In-house Programs</i>					
1.	Training on Business Regulations	Enhance knowledge on the regulatory environment that participants operate and will lead to better management of work and people.	113	June 27, 28, 29, August 01, 03, 2017	8
2.	Rater's Training on Strategic Performance Management System (SPMS)	Regularize the implementation of the SPMS and re-orient raters of the SPMS cycle and schedule as well as the required forms and associated activities.	33	August 18, 2017	8
3.	Training/Workshop on Planning and Organizing Skills	Teach working SB Corp employees to effectively and efficiently make the most of their work time. It is highly participative and encourages the practice of new skills throughout.	29	October 24-25, 2017	16
4.	Seminar/Workshop on Managing Performance & Coaching for Results	Set performance goals and measures, increase awareness as the moderation body which has the critical role of ensuring standardization, consistency, transparency and fairness of the performance management system and provide tools and techniques.	27	November 28-29, 2017	16
5.	Re-Orientation on Various Features of the Oracle Modules	Provide retooling for maximizing use of the Oracle Module, appreciation of user's role in the process and familiarize employees in the various features of the module as aid in facilitating loan processing and administration.	33	December 20, 2017	4

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External/Individual Programs					
1.	PhilGEPS Training	Improve participant's skills and knowledge in procurement process.	2	January 26-27, 2017	16
			1	February 08-09, 2017	16
			2	September 26-27, 2017	16
			2	September 28-29, 2017	16
2.	PFRS and RCA for Government Corporations Classified as Government Business Enterprises	Improve participant's skills and knowledge in the adaptation of the Philippine Financial Reporting Standards (PFRS) for the government corporations classifies as Government Business Entities.	1	January 23-27, 2017	40
			1	February 6-14, 2017	56
3.	Leadership Essentials for Supervisors	Enhance leadership skills such as delegation, planning, organizing, decision making and handling people.	1	February 28, 2017	8
4.	Jewelry Appraisal Seminar	Conduct jewelry appraisal on potential clients offering this kind of collateral/security.	2	February 20-25, 27-28, March 01, 2017	72
5.	Comprehensive Property Appraisal Training/ Workshop	Provide skills in the recovery of company's exposure thru ROPA disposal, better knowledge on the available ROPA appraisal, understanding the strength and weaknesses of the property to be disposed, gain actual and factual lessons in determining marketability of the property for disposal, and know the technical know-how of the appraisal report by understanding its limitation.	1	March 17-18, 2017	16
6.	Corporate Governance Orientation Program for GOCCs (Class II)	Improve the knowledge of participant with regards to corporate governance under GCG standards wherein governance is an area covered by the compliance functions.	1	March 22, 2017	8

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7.	Best Tax Practices	Gain knowledge on the latest development and pronouncements in taxation including withholding taxes which are applicable in the withholding of taxes among others in the disbursement transactions.	1	March 24, 2017	8
8.	Introduction to Oracle PL/SQL Training	Enhance participant's programming and systems development skills.	1	March 18 - April 22, 2017	40
9.	Guiding Principles on the Management of Government Funds & Properties	Familiarize participant with the laws, rules and regulations to comply with.	1	April 05-07, 2017	24
10.	Engaging & Retaining Talent Workshop	The course provides model to determine what drives each individual's engagement, as well as methods for proactive engagement and talent retention.	1	May 16, 2017	8
11.	PFRS Updates & Tax Updates	Gain knowledge on the latest development and pronouncements in taxation and Philippine Financial Reporting Standards (PFRS) updates.	1	May 25-26, 2017	16
12.	Best Practices & Remedies to Avoid COA Disallowances	Enhance knowledge in handling COA findings, provide best practices solutions and feature the common findings of COA, Supreme Court Rulings, as well as remedies and defenses on cases that may be deemed as disbursements which are illegal, irregular, extravagant, unnecessary and unconscionable.	1	June 02, 2017	8
13.	PHP & MySQL Fundamentals Training	Enhance participants' skills in SQL programming using PHP Technology, use the principles of database design including normalization and use of forms and use MySQL to create rational databases, perform searches on those databases.	3	June 24, July 01, 08, 15 & 22, 2017	40

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14.	Strategic Human Resource Management Seminar	In preparation for compliance with the requirement of BSP Circular 900, s. 2016 "Guidelines on Operational Risk Management," participation in this seminar will equip participant to establish and implement the mechanism needed for the compliance.	1	July 28-29, 2017	16
15.	Master Negotiations	Equip participants with negotiation skills which can apply in dealing with internal and external clients.	1	August 01-03, 2017	24
16.	Delivering Dynamic Presentations	Design actual training program that are relevant, efficient and lively, evaluate and select most appropriate and best methodologies suited to the program and participants, prepare interesting and thorough presentation, and deliver a presentation with self-confidence and credibility.	1	August 08-11, 2017	32
17.	Financial Statement & Analysis	Develop the participant's ability to understand and apply knowledge in financial statement analysis that might help to determine cost/benefits proposal to improve the process and services to achieve goals and growth of SB Corp.	3	August 11, 2017	8
18.	Best Practices Guide to Compliance With the Anti-Money Laundering Law & Its IRR	This seminar is necessary for continuing education and for updating all recent government policies.	2	August 24, 2017	8
19.	Basic MS Excel 2013	Address participant's competency gap in Technology Orientation and for enhancement of said competency.	1		8

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20.	Remedial Management Seminar	Apply the knowledge learned and be more conscious in conducting credit investigation to see early warning signs of deteriorating accounts during the credit evaluation process and risk identification.	6	August 24-25, 2017	16
21.	Effective Credit Management & Collection Strategies	Enhance skills in credit collection of past due accounts and learn effective techniques and useful approach in dealing with day to day challenges of credit and collection operation.	1	August 31, 2017	8
22.	Seminar-Workshop on Communication Planning	The seminar is necessary for the participant to be equipped with timely information on how to craft effective communication plan and effectively apply the step-by-step process in developing strategic communication plan.	1	September 04-05, 2017	16
23.	Records & Information Management	Acquired knowledge will be used in effective and creative ways of filing and keeping the right records to ensure easy access with confidentiality and security of the records and its information.	3	September 06-07, 2017	16
24.	IT Security & Auditing	This is necessary in performing functions and will likewise enhance competency in risk management.	1	September 23, 2017	8
25.	Communication Assertiveness	Increase work productivity, improve understanding of others, better relationships with internal and external clients and even greater confidence in spoken communication.	1	September 26-27, 2017	16
26.	Effective Leadership	Enable participant to more effectively plan and implement the steps necessary to achieve goals	1	September 21, 2017	8

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		and improve processes and focus on the essential elements in providing strong and effective leadership to employees.	1	November 16, 2017	8
27.	Supervisory Effectiveness for Improved Quality & Productivity	Part of personnel development and skills acquisition for future higher responsibility and likewise enhance competency gaps in Judgment and Decision Making.	1	October 10-12, 2017	24
28.	Financial Statement Analysis	Learn how to read and interpret the financial statements and understand the basic accounting and finance terms.	1	December 20, 2017	8