

Small Business Corporation

TRAINING AND DEVELOPMENT PROGRAMS

Period Covered: January 01 to December 31, 2019

	Title	Program Description/Objective	Number of Participants	Date	Number of Training Hours
<i>In-house Programs</i>					
1.	Developing Others <i>(for Senior Officers)</i>	In exploring how to best approach the developmental needs of Department Managers and OIC-Department Managers in terms of their leadership competencies, instead of classroom theoretical training, a series of interventions will be conducted and will be aligned to SB Corp's performance management cycle. This will be particularly valuable to SB Corp's OIC-Department Managers, many of whom will be doing performance appraisals for the first time.	11	June 14	8
2.	Leadership Competency Module 1: Performance Planning and Commitment Setting		22	June 14	8
3.	Leadership Competency Module 2: Performance Monitoring and Coaching		20	September 05	8
4.	Leadership Competency Module 3: Performance Review, Evaluation and Development Planning		24	November 22	8
5.	Analytical Thinking Interventions	Analytical thinking refers to the ability to identify problems, collect relevant information and data, investigate and extract key information from data, and analyze data to develop workable solutions. To improve an employee's analytical thinking competency, it is important to identify his or her strengths and weaknesses. This can help improve the employee's as well as the organization's overall productivity and success.	154	April 23-25, 29-30, May 02, 09-10, 23, 28, August 05, September 11, October 18, November 08, December 02-10	16
6.	Business Model Canvas <i>(for Southern Luzon Group)</i>	A common understanding of the enterprise is critical for any improvement effort. Modeling is an approach to providing a common understanding of the enterprise and how to achieve its desired future goals.	21	September 12-13	16
7.	Comprehensive Taxation	The program aims to provide valuable insights on the most relevant tax to facilitate decision making process in order to be compliant and minimize potential tax exposure and risk.	24	July 29-30	16

8.	Driving Skill Assessment, Vehicle Maintenance and Troubleshooting (NCR)	Road safety is a major concern today. Businesses suffer loss of productivity given that employees involved in a traffic accident, injured or not, will not be able to perform their duties to attend to matters related to the accident. Loss in productivity is a loss in income that is why there is a need for a driver safety program.	8	September 28	8
9.	Driving Skill Assessment (NCR)		2	October 26, November 05	4
10.	Defensive Driving Seminar (Baguio and Davao)		2	October 13 & 20	4
Individual/External Trainings					
1.	Basic Real Estate Appraisal and Credit Investigation	The seminar discussed the overview of appraisal, appraisal process, property inspection and analysis, methodologies of valuation, credit concept, qualities and skills of a credit investigator, credit investigation process, sources of information and types of credit investigation.	3	January 18-19	16
2.	Basic Internal Control Concepts and Internal Auditing Principles and Practices	The course is designed to provide a complete overview of the internal control system of an organization and provide insights on the internal audit process and the different internal audit tools and analytical procedures.	1	January 23-25	24
3.	Financial Statement Analysis - a Tool in Credit Decision Making	This course provided concepts, tools and techniques in analyzing financial statement. The goal is to assist credit or investment decision makers on their credit evaluation analysis.	1	February 28 - March 1	16
4.	Web Development Course	The training aims to provide an opportunity for agency website and content administrators to learn techniques on the use of the Government Website Template as well as obtain experience using tools necessary in migrating their website to Government Website Hosting Service.	1	March 25-29	40

5.	People Handling Skills	This program is for supervisors and managers who want to master the fundamentals of people handling.	1	March 26-27	16
6.	MCLE Program	The program as stated in Bar Matter No. 850, series of 2001, a "[c]ontinuing legal education is required of members of the Integrated Bar of the Philippines (IBP) to ensure that throughout their career, they keep abreast with law and jurisprudence, maintain the ethics of the profession and enhance the standards of the practice of law."	2	April 1-4, December 02-05	36
7.	ISO 9001:2015 Quality Management System Awareness	The training provides an overview of quality management as internationally understood and discusses the guidelines for developing a well-documented total quality system necessary for a company to be competitive.	1	April 02	8
8.	Promoting Integrity, Advancing Excellence	After attending the program, the participants are expected to gain knowledge on DBM, BTR, CPD and BIR updates as well as on paralegal training and stress management in the workplace.	2	April 10-11	16
9.	BSP Cir. No. 989: Guidelines on the Conduct of Stress Testing Exercises	The seminar covered topics on duties and responsibilities of the board, stress testing methodologies, and supervisory expectations.	4	April 12	8
10.	Training the Trainers	The program aims to have the participants appreciate the need for a training needs analysis, state training objectives, write a simple training design, demonstrate facilitating skills in one's self and know the importance of monitoring and evaluating a training design.	2	April 16-17	16

11.	2nd National Convention and Leadership Training	The convention focused on the importance of PSUs in the governance of government owned enterprises.	3	April 25-27	24
12.	Executive Masterclass on Leveraging HR Analytics and Data	In this one day masterclass, the participants are taught about the fundamentals of HR Analytics, how to start developing the Analytics function within HR, integrating HRIS with business systems, understanding data quality, and developing dashboards.	2	April 26	8
13.	Compliance Officer's Development Training	The training aims to guide the banks in adhering to all applicable and related laws issued by the regulatory bodies, ensure that Banks comply with the provision of BSP Cir. 972 by reviewing/improving their existing compliance program/manual and make them adequate in every aspect, and guide the Chief Compliance Officers with their role in the compliance risk management system, particularly on the preparation of compliance program.	1	May 3-4	16
14.	41st Annual National Convention and Seminar: Promoting Integrity, Advancing Excellence	The participant is expected to gain knowledge on 2017 Omnibus Rules on Appointments and Other Human Resources Actions and Updates, enhance skills as an accountant, know the SEC, Pag-IBIG Fund and GSIS updates, as well as have a new perspective on business performance i.e. on data analytics.	1	May 22-25	32
15.	How to Become an Effective ISO 9001:2015 Document Controller	The course equips the participant with the knowledge on the various QMS documentation requirements together with the required skills and qualities for effective document control.	1	June 21	8
16.	Fundamentals of IT Auditing	The course provides the attendee the opportunity to perform an audit of IT applications supporting key business processes,	1	June 21-22	16

		coordinate the assessment of IT risk with the evaluation of IT general controls, and perform a risk assessment and evaluation of controls over end user computer applications.			
17.	Data Privacy Act of 2012	The program enabled the participants to be updated with the developments in data privacy and security management in the workplace. In addition, all institutions processing personal data in the Philippines are required to comply with IRR of RA 10173 or the Data Privacy Act of 2012.	3	June 28	8
18.	Credit Analysis and Loan Packaging	The seminar expects the participants to acquire knowledge and integrate these to SB Corp's RBL principles to equip him the holistic approach and implementation of loan marketing, evaluation and monitoring strategies.	1	July 11-12	16
19.	Demystifying Organizational Stress for Higher Performance	The program focused on the national disability awareness and sensitivity for government service frontliners.	1	July 17-19	24
20.	Certified Public Procurement Specialist Basic Course	The program is designed to develop the capacities of government procurement officers and employees to learn more about procurement systems and procedures.	1	July 22-26	40
21.	Cash Management and Control System	The training expects the participant to develop appreciation of control systems, know the existing rules and regulations pertaining to the handling and custody of government funds, and be familiar with other related controls.	1	July 24-26	24
22.	Fraud Risk Assessment	The training expects the participant to use the fraud risk assessment tool to assist SB Corp in identifying fraud risks and developing a fraud risk response.	1	August 2-3	16

23.	Operations and Management Audit	The seminar as recommended for the participant is for capability development as a supervisor who leads audit teams in related audit engagements, coaches new internal audit staff and assists in ensuring that planned engagements are met.	1	August 14-16	24
24.	Leading with EQ	Leading with emotional intelligence closes this gap. Emotional intelligence is more than a mindset. It's a complete set of skills and tools leaders can and should use daily.	1	August 22-23	16
25.	People Management Skills Training	The training objectives are learn new techniques in managing people and understand the different motivating factors that affect people and their work.	1	August 28	8
26.	Microsoft Excel for Database Management	The course is recommended for employees doing research, data analysis, and report preparation to be able to conduct quantitative and qualitative assessment of a project with the aid of statistical tools, techniques and procedures for monitoring and evaluation purposes.	1	August 27-30	32
27.	Women's Business and Leadership Summit 2019: Women at Work Accelerate, Create, Transform (ACT) in a Digital World	The conference featured young women in the digital and technological sphere, creating, capturing and delivering value using ICT and digital tools, now imperative in ways of doing business.	1	August 30	8
28.	Basics of Financial Math	The module discussed the concept of time value of money, day count and accrual calculations, adjustment to bases, accumulated value, present value, nominal and effective rate of return and frequency adjustments.	1	September 27	8
29.	Basics of Fixed Income Securities	The module discussed about fixed income investment products, types of financial markets, bonds	1	September 28	8

		its characteristics and features, bond pricing/quotes, types of debt instruments, yield to maturity concept, bond mathematics and risks.			
30.	Bond Duration and Convexity	The module discussed the bond duration, BASEL accord, bank capital its importance, elements and regulatory capital requirements, LTNCD, preferred shares, duration and convexity.	1	October 05	8
31.	Stressed Asset Management and Recovery Training	To enhance participants knowledge and develop their skill in handling stressed assets and work efficiently in recovering loans.	7	October 17-18	16
32.	Technical Report Writing	After attending the training, the participant is expected to follow the steps in planning reports, organize information in a logical sequence, minimize sentence and paragraph length without sacrificing clarity and substance, and revise, edit and proofread reports.	1	October 22-23	16
33.	Data Privacy Awareness and Compliance Workshop	The program enabled the participants to be updated with the developments in data privacy and security management in the workplace.	3	October 22-24	24
34.	PhilGEPS Training for Phase 1	The training is for participants to keep pace with the new reforms of the system as PhilGEPS is currently undergoing improvement on the technical design and architecture of the system.	2	October 28-29	16
35.	Competency Based Performance Management	This training program demonstrates the crucial role of Performance Management System in ensuring the effectiveness of Business Strategy Formulation and Execution.	1	October 23-24	16
36.	Getting Things Done: The Power of Execution	Get the right people in the right place and reward the doers. This is often the most important decision a leader makes. A doer is a	1	November 06	8

		person who gets things done. There is almost zero chance of success if you don't get this right.			
37.	Building Agility and Resilience: Winning Strategies for Leaders	Leaders in this times of disruption must learn how to rewire their brains for both agility and resilience in order to quickly spot the "gold mine" in the middle of chaos and be able to bounce back from adversity and continue to upgrade themselves and create high-performance organizations.	1	November 29	8
38.	Transformational Leadership Communication	The seminar aims to set the mindset for growth and maturity using communication with safety zones, develop, strengthen and enhance public speaking persona and delivery style, influence people with authentic connectivity and relatability and learn and apply a proven system in designing and delivering content that is personal, engaging, influential and results driven consistently.	1	December 12-13	16
39.	Business Process Mapping and Improvement	Business processes must be properly planned, constantly monitored and improved. They must contribute to better service of internal and external clients. How to make these possible? Professionals and organizations need to be fully equipped to get everything done right.	1	December 05-06	16